



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF BOARD MEETING

**March 17, 2011  
10:30 a.m. – 5:00 p.m.  
California State Polytechnic University, Pomona  
The Gallery, Building 7, Room 100  
3801 West Temple Avenue  
Pomona, CA 91768-4048  
(909) 869-2683**

The California Architects Board (CAB) will hold a Board meeting, as noted above. The agenda items may not be addressed in the order noted below. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Anthony Lum at (916) 575-7221, emailing [anthony.lum@dca.ca.gov](mailto:anthony.lum@dca.ca.gov), or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. President's Remarks
- C. Department of Consumer Affairs Director's Report
- D. Review and Approve the 2011 Strategic Plan
- E. Closed Session – Disciplinary Decisions and Exam Development Issues [Closed Session Pursuant to Government Code Sections 11126(c)(1) and (3)]
- F. Public Comment Session
- G. Approve the December 15-16, 2010 Board Meeting Minutes
- H. Executive Officer's Report
  - 1. Update to February 2011 Monthly Report
  - 2. Update on Sunset Review
  - 3. Discuss and Possible Action on Legislation: Senate Bill 543
  - 4. Discuss and Possible Action on the Board Liaison Program

2420 DEL PASO ROAD,  
SUITE 105  
SACRAMENTO,  
CA 95834

916-574-7220 T  
916-575-7283 F

[cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
[www.cab.ca.gov](http://www.cab.ca.gov)

*(Continued on the Reverse)*

- I. Update on California Supplemental Examination
- J. Update on March 2, 2011 Communications Committee Meeting
- K. Professional Qualifications Committee (PQC) Report
  - 1. Update on February 28, 2011 PQC Meeting
  - 2. Approve Recommendation Regarding the Comprehensive Intern Development Program
  - 3. Discuss and Possible Action Regarding The American Institute of Architects, California Council Academy for Emerging Professionals' Proposal – 2011 Architectural Education Summit
- L. Enforcement Program
  - 1. Discuss and Possible Action on Enforcement Statistics
  - 2. Preliminary Approval of Architect Consultant Contract
- M. Western Conference of Architectural Registration Boards (WCARB)
  - 1. NCARB Update
  - 2. Review of the 2011 Joint Regional Annual Meeting of WCARB
  - 3. Discuss and Possible Action on National Council of Architectural Registration Boards Resolutions
  - 4. Discuss and Possible Action on 2011 Elections
- N. Landscape Architects Technical Committee Update on January 26-27, 2011 Meeting
- O. Schedule
- P. Adjournment

The notice and agenda for this meeting and other meetings of the CAB can be found on the Board's Web site: [www.cab.ca.gov](http://www.cab.ca.gov). Any other requests relating to the Board meeting should be directed to Mr. Lum at (916) 575-7221.



## **Agenda Item A**

### **CALL TO ORDER -- ROLL CALL -- ESTABLISHMENT OF A QUORUM**

Roll is called by the Board Secretary or, in his/her absence, by the Board Vice President or, in his/her absence, by a Board member designated by the Board President.

Business and Professions Code Section 5524 defines a quorum for the Board:

Six of the members of the Board constitute a quorum of the Board for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all ten members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

### **BOARD MEMBER ROSTER**

Jon Alan Baker

Iris Cochlan

Pasqual V. Gutierrez

Jeffrey D. Heller

Marilyn Lyon

Michael Merino

Fermin Villegas

Sheran Voigt

Hraztan Zeitlian



## **Agenda Item B**

### **PRESIDENT'S REMARKS**

Board President Pasqual Gutierrez, or in his absence, the Vice President will review the scheduled Board actions and make appropriate announcements.



## **Agenda Item C**

### **DEPARTMENT OF CONSUMER AFFAIRS DIRECTOR'S REPORT**

All boards have been asked to include a “DCA Director’s Report” on our meeting agendas. Kimberly Kirchmeyer, DCA’s Deputy Director of Board and Bureau Relations or a DCA representative will be in attendance to provide this report.



## **Agenda Item D**

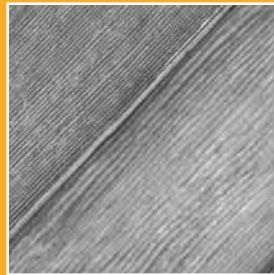
### **REVIEW AND APPROVE THE 2011 STRATEGIC PLAN**

On December 16, 2010, the Board participated in a strategic planning session to update its Strategic Plan for 2011. The session was facilitated by Daniel Iacofano of Moore Iacofano Goltsman, Inc. (MIG). The Board reviewed and updated the six goal areas (Professional Qualifications, Practice Standards, Enforcement, Public and Professional Awareness, Organizational Relationships, and Organizational Effectiveness and Consumer Service). Objectives were identified to meet the goals and target dates were set for completion of each.

MIG updated the plan based on the Board's session. Attached is a copy of the updated plan showing all of the changes in underline and ~~strikeout~~.

At this meeting, the Board will be asked to review and approve the 2011 Strategic Plan.

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STRATEGIC PLAN

11

California Architects Board

Public Protection Through Examination, Licensure, and Regulation

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## Introduction

Each day, millions of Californians work and live in environments designed by licensed architects. The decisions of architects about scale, massing, spatial organization, image, materials, and methods of construction impact not only the health, safety, and welfare of the present users, but of future generations as well. To safeguard the public health, safety, and welfare; reduce the possibility of building failure; encourage sustainable and quality design; and provide access for ~~the disabled~~ persons with disabilities, those who are authorized to design complex structures must meet minimum standards of competency. It is equally necessary that those who cannot meet minimum standards by way of education, experience, and examination be prevented from misrepresenting themselves to the public.

The California Architects Board (CAB) was created by the California Legislature in 1901 to safeguard the public's health, safety, and welfare. The activities of CAB benefit consumers in two important ways.

First, regulation protects the public at large. The primary responsibility of an architect is to design buildings that meet the owner's requirements for function, safety, and durability; satisfy reasonable environmental standards; and contribute esthetically to the surrounding communities. To accomplish this, the architect's design must satisfy the applicable requirements of law and also must be a correct application of the skills and knowledge of the profession. It should be emphasized that the results of faulty design may be injurious not only to the person who engages the architect but also to third parties who inhabit or use the building.

Second, regulation protects the consumer of services rendered by architects. The necessity of ensuring that those who hire architects are protected from incompetent or dishonest architects is self-evident.

CAB is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA), which is part of the State and Consumer Services Agency under the aegis of the Governor. DCA is responsible for consumer protection and representation through the regulation of licensed professions and the provision of consumer services. While DCA provides administrative oversight and support services, CAB has policy autonomy and sets its own policies, procedures, and regulations.

CAB is composed of ten members: five public and five architects. The five architect members are all appointed by the Governor. Three of the public members are also gubernatorial appointees; while one public member is appointed by the Assembly Speaker and the other is appointed by the Senate Rules Committee. Board members may serve up to two four-year terms. Board members fill non-salaried positions but are paid \$100 a day for each meeting day they attend and are reimbursed travel expenses.

Effective July 1, 1997, the Board of Landscape Architects' regulatory programs came under the direct authority of DCA. During the period of July 1, 1997 through December 31, 1997, CAB exercised all delegable powers under the provisions of an interagency agreement between CAB and DCA. Effective January 1, 1998, CAB assumed administrative responsibility for regulating landscape architects. Under the enabling legislation, the Legislature created the Landscape Architects Technical Committee (LATC) which acts in an advisory capacity to CAB. The Committee, which consists of five licensed landscape architects, performs such duties and functions that have been delegated to it by CAB.

## Background on Strategic Planning

To meet the changing demands of an increasingly diverse population, growing interstate and international economic transitions, and changing public expectations, CAB takes an active role in planning its future. Like other regulatory agencies, CAB must be responsive to the public interest while at the same time working within resource constraints.

CAB first convened a special meeting of its members and senior staff on October 17 and 18, 1994, to conduct a strategic planning process for the organization. CAB spent the next six months refining the plan and developing an action plan to implement the goals the organization had identified as central to meeting its mission and vision. On April 19, 1995, CAB approved its first strategic plan. CAB reviews and amends the plan annually and the CAB Executive Committee monitors plan implementation on a regular basis.

In each subsequent year, CAB has reviewed and updated the strategic plan in response to changing conditions, needs, and priorities. At each session, the Board reviews progress on objectives over the previous year, updates the environmental scan in response to changing economic and technological climates, reviews its mission and values statements, and strategizes to meet the challenges of the coming year.

CAB's committees and task forces are charged with developing detailed descriptions of the key strategies used to implement each objective.

The LATC develops its own strategic plan for regulating landscape architects. Its plan is reviewed and approved by CAB, and the LATC is responsible for implementing its own strategic plan. The LATC adopted its first strategic plan on April 16, 1998; subsequently, the LATC strategic plan was approved by CAB at its meeting on May 14, 1998. The LATC continues to update its plan annually.

## CAB External Environment

In developing its strategic plan, CAB assesses the external factors which significantly impact the field of architecture in general and CAB's mission in particular. The nine external factors identified at the sessions are:

- Consumer and client issues
- Architectural practice
- Architectural education and training
- Construction industry
- Economy
- Government approach
- Interstate and international practice
- Demographics
- Information technology

Although these external factors influence architecture throughout the U.S., the setting for architectural practice in California is distinct from that of other states in terms of the breadth, magnitude, and complexity of the individual circumstances that create its context. California's physical size, large and diverse

population, varied landscape and climate, high seismicity, distinctive legal framework, and massive economy create an unusually demanding context for architectural practice.

Additionally, the varying interplay of these conditions for specific projects gives rise to more complicated settings for the conduct of architectural practice in this state. These factors are delineated in detail in Appendix B beginning on page \_\_\_\_.

In 2001, CAB conducted a job analysis survey of the profession to identify and quantify the minimum architectural skills and competencies necessary to ensure the public health, safety, and welfare. The survey results assigned top importance to issues that related to (in order of importance):

- Laws, codes, regulations, and standards
- Communication of design solutions for project implementation
- Relationships with relevant regulatory agencies
- Role of architect in relation to client and users
- Program information related to design solution
- Integration of appropriate building systems and materials
- Relationships with consultants and team members

A review of these items revealed that laws, codes, regulations, and standards ranked highest in this latest survey, followed by design solutions and scope, and architect's role in relation to regulatory agencies and client. Water infiltration followed by codes and regulations ranked highest in a survey conducted more than a decade earlier. This suggests that the profession is becoming more sophisticated and is accepting an expanded level of challenge. Building mechanics and technical considerations are still very important, but they have been joined by concerns dealing with universal design, regulations and regulatory agencies, and the expanding role of the architect as he/she interacts with clients, users, and other consultants.

In 2007, CAB conducted another job analysis survey of the profession which was used to develop a new test plan and examination items for the California Supplemental Examination (CSE).

## Key Strategic Issues

While discussing the external environment, a number of issues were identified by CAB in the areas of education, experience, examinations, and the current supply of architects. CAB recognizes that these broader issues are interrelated and require attention. CAB has identified six specific key issues facing the organization: enforcement, post-licensure competency, internship, information technology, education, and the National Council of Architectural Registration Boards' (NCARB) relations. CAB determined the details of each issue and methods by which it may address each of them.

### ENFORCEMENT

CAB's enforcement staffing and budget have increased, with more resources dedicated to setting professional standards and investigating consumer complaints. The Joint Committee on Boards, Commissions & Consumer Protection has recommended that CAB ensure that a greater percentage of its budget be applied toward enforcement.

While the Regulatory and Enforcement Committee (REC) has made great strides in improving the complaint handling and disciplinary processes, complex policy questions regarding responsible control and construction observation need to be addressed. Other key enforcement issues include:

- Compliance with building codes especially those affecting occupant health and safety and accessibility for people with disabilities;
- Potential increase in unlicensed practice activity;
- Rules governing architectural business names and use of the terms “architect,” “architecture,” and “architectural,” as well as associations of licensed architects with unlicensed individuals; and
- Definition of responsible control in light of building information modeling (BIM), electronic document preparation, geographically remote project staff, etc.

### POST-LICENSE COMPETENCY

In fall 1998, CAB conducted five customer focus group meetings to gather broad-based input for the annual update of the Board's strategic plan. During the focus group meetings, some questions were raised about the post-licensure competency of architects. As a result, the Board created the Task Force on Post-Licensure Competency to study this issue, to consider CAB's role in ensuring licensees' continued competency, and to investigate possible solutions, including the possibility of mandatory continuing education for all California-licensed architects.

In March 2000, CAB contracted with Professional Management and Evaluation Services, Inc., to conduct a scientifically-defensible statewide study of the post-licensure competency and professional development of California architects in order to provide CAB with valid and reliable data upon which to make future policy decisions about these issues.

The survey was sent to California-licensed architects; allied design professionals (engineers and landscape architects); California general building contractors; regulators (building officials, plan checkers, and planners); end-users (clients and developers); and forensic, insurance, and legal professionals. Numerous scientific analyses were conducted to determine that the data were reliable.

Based on the results of the survey and the recommendations of the Task Force on Post-Licensure Competency, CAB concluded that: 1) overall, California architects ~~de~~did not have serious or significant post-licensure competency problems; 2) at the present time, a broad-based, mandatory continuing education program ~~is~~was not warranted; and 3) CAB will continue to review the need for targeted actions to correct or improve identified areas of potential competency problems as they relate to public health, safety, and welfare. The identified areas of potential competency problems include:

- Coordination of consultants' work products to avoid conflicts in documentation and additional costs and time delays;
- Appropriate review and check of documents to avoid design conflicts, schedule delays, and increased costs;
- Appropriate observation procedures during site visits to identify potential construction problems and avoid added cost and time;
- Clear communication of technical instructions, design decisions, and changes to consultants in a timely manner to minimize errors and to meet schedule;
- Code issues that span multiple areas; and
- Business/contract management competency.

## INTERNSHIP

Over the years, CAB has sought to set appropriate standards of entry into the practice in order to balance the need to protect the public with the need to ensure that unreasonable barriers to entering the practice are not established. CAB is concerned about the minimum level of competency of its candidates as derived through their internship. Virtually all architectural licensing boards have a three-year experience requirement in addition to the five-year educational requirement (or the equivalent). Presently, 49 U.S. jurisdictions require completion of the Intern Development Program (IDP) as prescribed by NCARB. Completion of IDP not only helps ensure the minimal competence of architectural candidates, but also facilitates interstate and international practice.

CAB has determined the public would benefit from a required structured internship program. The goals of such a program are to: 1) improve the competency of entry-level architects, and 2) facilitate reciprocity. To this end, CAB sought regulatory changes to require completion of IDP effective January 1, 2005. In response to concerns over the "seat-time" (number of hours) nature of IDP, CAB also implemented a requirement for a component, which provides evidence and documentation regarding the intern's experience. The evidence-based program developed by CAB is called Comprehensive IDP (CIDP).

In 2006, CAB held a workshop titled *Preparing Candidates for Successful Internships* to solicit perspectives from educators and practitioners regarding how to best prepare candidates for successful internships and, ultimately, for careers in architecture.

As a result of recent changes made by NCARB to IDP, CAB ~~will be~~ continues to assessing its internship requirement ~~during 2010~~.

## INFORMATION TECHNOLOGY

Rapid changes in information technology continue to have dramatic impact on the profession of architecture. As the profession adapts to these changes, CAB needs to monitor how changes in practice necessitate changes in regulation. Electronic seals, plan checking, permitting, and data transfer are some of the issues CAB must address. Additionally, the increased use of BIM has raised questions of responsibility, control of documents, and quality of work.

CAB must continue to utilize the most advanced technologies to manage and improve its internal operations. The Governor has made “electronic government” (e-government) a priority, so CAB must be prepared to address electronic application filing, license renewal, and expanded information dissemination.

CAB charged the REC with continuing to monitor the impact of emerging technologies in the field of architecture on CAB’s ability to ensure public health, safety, and welfare.

## EDUCATION

CAB’s main area of responsibility regarding education is the establishment of requirements for licensure. CAB currently requires five years of educational equivalents as a condition for licensure, but defines educational equivalents in a number of ways, including work experience under an architect.

CAB’s role with architectural education is identified as:

- Setting educational requirements for licensure in California.
- Influencing national education policy through collateral organizations.
- Providing students and candidates information on licensing.
- Serving as an information resource to the state’s architectural education community.

CAB has determined that the state’s architectural schools comprise one of its key constituent groups. The October 1999 Education Summit identified the need for CAB to establish an ongoing relationship with the state’s architectural programs to coordinate communication and to provide needed information. CAB held the 2001 Education Forum in conjunction with The American Institute of Architects, California Council’s (AIACC) Monterey Design Conference at the Asilomar Conference Center. The Education Forum reinforced the belief that CAB should continue to work in partnership with schools of architecture and the AIACC to facilitate information exchange and problem solving. The 2002 Architectural Educator/Practitioner Workshop, held in October at Woodbury University, also showed the value in collaborating with schools. CAB also held an Architectural Educators/Practitioners Workshop in February 2006 at California State Polytechnic University, Pomona. CAB will continue to fine-tune its relationship with the schools and work to better inform students about licensure, professional practice, and the Board.

## NCARB RELATIONS

CAB's goal is to influence NCARB's decision-making to benefit its constituency – the public of California. That public includes licensees who are certificate holders, candidates who are taking the [national](#) exam, and interns participating in IDP. To that end, CAB members devote hundreds of hours working on NCARB committees creating the exam, improving IDP, negotiating international agreements, etc. At the same time, CAB provides input on how it believes NCARB can build on its successes and continue to improve. Fortunately, the NCARB Board of Directors and their staff have become more responsive and are moving to improve their services, but CAB feels more needs to be done.

CAB continues to seek leadership positions and build on relationships established by previous Board members and to increase its presence on NCARB committees and on the NCARB regional counterpart, the Western Conference of Architectural Registration Boards (WCARB). CAB will continue to work with other large states (e.g., Florida, Texas, New York) and with WCARB member boards, recognizing common ground in practice and recognizing reciprocity as an issue of consumer protection.

## Mission

The mission of the CAB is to protect the public health, safety, and welfare through the regulation of the practice of architecture and landscape architecture in the state by:

- Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice architecture be licensed;
- Protecting consumers and users of architectural services;
- Enforcing the laws, codes, and standards governing architectural practice in a fair, expeditious, and uniform manner;
- Empowering consumers by providing information and educational materials to help them make informed decisions; and
- Overseeing the activities of the LATC to ensure it regulates the practice of landscape architecture in a manner which safeguards the well being of the public and the environment.

## Vision

CAB will play a major role in ensuring that architects provide quality professional services.

- California architects will possess the knowledge, skills, and abilities enabling them to meet the expectations of clients and consumers.
- California architects will be competent in all areas of practice and will adhere to professional standards of technical competency and conduct.
- Candidates will have access to the necessary education and training opportunities.
- Consumers will have access to an adequate supply of architects and will have the information they need to make informed choices for procuring architectural services.



## Values

CAB will strive for high quality in all its programs, making it an effective and efficient architectural regulatory organization.

To that end, CAB will:

- Be participatory, through continuing involvement with NCARB and other organizations;
- Be professional, by treating all persons who interact with CAB as valued customers;
- Focus on prevention, providing information and education to consumers, candidates, clients, licensees, and others;
- Be progressive, utilizing the most advanced means for providing services; and
- Be proactive, exercising leadership among consumer protection and professional practice groups.

## Goals

CAB has established six goals, which provide the framework for the results it wants to achieve in furtherance of its mission.

### **PROFESSIONAL QUALIFICATIONS**

Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

### **PRACTICE STANDARDS**

Establish regulatory standards of practice for California architects.

### **ENFORCEMENT**

Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

### **PUBLIC AND PROFESSIONAL AWARENESS**

Increase public and professional awareness of CAB's mission, activities, and services.

### **ORGANIZATIONAL RELATIONSHIPS**

Improve effectiveness of relationships with related organizations in order to further CAB's mission and goals.

### **ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE**

Enhance organizational effectiveness and improve the quality of customer service in all programs.

## Constituencies and Needs

As indicated in the table below, CAB has different constituencies who depend on it for meeting their various needs. In addition, CAB obtains useful information and feedback from these groups that helps to further its mission.

<b>INDIVIDUALS</b>	<b>CONSTITUENCY NEEDS</b>	<b>CONSTITUENCY CONTRIBUTIONS</b>
Public – users of facilities	Safety, welfare, accessibility to persons with disabilities, and recourse	Comments on the quality of services rendered
Clients – procurers of services	Enforcement, regulation of practice, and recourse, qualified architects	Comments on the quality of services rendered
Students	Information and coordination with schools, and preparation for CIDP/IDP	Comments about the clarity of the licensing process
Candidates	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process
Interns	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process, regulation of the profession and practice trends
Licensees	Regulation of practice and unlicensed practice and information	Comments about the clarity of the licensing process
Building Officials	Maintaining standards, regulation, and information	Comments regarding the quality of projects submitted by registered architects
<b>ORGANIZATIONS</b>	<b>CONSTITUENCY NEEDS</b>	<b>CONSTITUENCY CONTRIBUTIONS</b>
Legislature	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Executive Branch	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Office of Emergency Services	Screening and recruitment of inspectors and response to declared emergencies	Comment on public health, safety and welfare issues
Federal Emergency Management Agency	Support and information	Comment on public health, safety and welfare issues
Seismic Safety Commission	Information dissemination, collaboration, setting minimum practice standards, and response to earthquakes	Comment on public health, safety and welfare issues
Division of the State Architect	Support and information	Comment on public health, safety and welfare issues

## Constituencies and Needs (cont.)

ORGANIZATIONS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
California Building Officials (CALBO) and Office of Statewide Health, Planning, and Development	Information and coordination	Comment on public health, safety and welfare issues
NCARB	Information, participation, and support	Information and support
AIA; AIACC; and other professional architectural organizations	Regulation of the profession, information, and interstate/international reciprocity	Information and support
Architectural Schools	Information and coordination	Information and support
Association of Collegiate Schools of Architecture	Information and coordination	Enforcement of Architects Practice Act provisions
DCA	Support and information	Information and support
Office of the Attorney General	Information and coordination	Information and support
Board for Professional Engineers, <del>and</del> Land Surveyors, <u>and Geologists</u>	Information and coordination	Information and support
Contractors State License Board	Information and coordination	Information and support

## Action Plan

The Action Plan is a dynamic framework for the many activities CAB performs in promoting and meeting its goals. The goals and objectives are assigned to committees, subcommittees, task forces, staff, or individuals as appropriate who create more detailed action plans in order to meet the goals and objectives set by CAB.

Professional Qualifications.....  
Practice Standards.....  
Enforcement.....  
Public and Professional Awareness.....  
Organizational Relationships.....  
Organizational Effectiveness and Customer Service.....

## Professional Qualifications

**GOAL:** Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

### ONGOING RESPONSIBILITIES

Analyze and recommend educational and experience requirements.

Work toward interstate/international reciprocal recognition with other architectural registration jurisdictions.

Review and make recommendations to revise the Architects Practice Act and CAB's regulations to reflect current practice.

Provide advice and input to the academic community and National Architectural Accrediting Board (NAAB) regarding the quality and comprehensiveness of architectural curricula.

Oversee the content, development, and administration of the CSE.

Review the Architect Registration Examination (ARE) and the CSE to ensure they fairly and effectively test the knowledge, skills, and abilities of importance to architectural practice in California.

Administer CIDP/IDP.

Work with NCARB, AIA/AIACC to refine CIDP/IDP as appropriate.

Explore ways to incorporate and emphasize knowledge of building codes and accessibility requirements in CIDP/IDP, ARE, and CSE, specifically Business and Professions Code section (BPC) 5550.1.

Monitor sustainable development and green building trends and the importance of these issues to consumers.

Monitor implementation of the Certified Access Specialist Program.

### LEAD RESPONSIBILITY

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Examination Committee

Professional Qualifications Committee/  
Examination Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee/  
Examination Committee

Professional Qualifications Committee

Professional Qualifications Committee

### OBJECTIVES

1. Pursue the elimination of IDP sunset date (BPC section 5552.5) from the Architects Practice Act.

2. ~~Monitor the development of CSE in written format and implement the administration of the new using a computer-based testing system CSE.~~

~~3. Use the CSE candidate exit survey to collect qualitative data on the effectiveness of and candidates' experience with CIDP and make a recommendation.~~

3.4. Develop recommendation regarding the continuance of CIDP in light of the changes made to NCARB's IDP and other related factors.

### LEAD RESPONSIBILITY

Professional Qualifications Committee

Examination Committee

~~Professional Qualifications Committee~~

Professional Qualifications Committee

### TARGET DATE

December 2011~~9~~

~~February~~  
December 2011

~~December 2011~~

December 2011

OBJECTIVES (cont.)	LEAD RESPONSIBILITY	TARGET DATE
<del>45. Prepare a position paper on continuing education in light of national efforts and incorporating the Professional Qualifications Committee's and its task force's recommendation.</del> <u>Develop a continuing education strategy and framework based on NCARB research and data.</u>	Professional Qualifications Committee	December 2011
<del>56.</del> Continue the dialogue with AIACC and the educational institutions regarding the scope of architectural educational programs, preparation of students for architectural licensure, and the supply of architects.	Executive Committee	June 2012
<del>67. Work with other professional organizations and boards in support of Encourage DCA to seek legislation to amend the BPC section 30 to accept individual taxpayer identification numbers in lieu of social security number requirement for facilitate the licensure of foreign-licensed professionals in California and NCARB's efforts to improve international reciprocity and commerce.</del>	Professional Qualifications Committee	December 2012
<u>7. Address CSE content and align with CAB and NCARB practice analyses.</u>	<u>Examination Committee</u>	<u>January 2014</u>

# Practice Standards

**GOAL:** Establish regulatory standards of practice for California architects.

## ONGOING RESPONSIBILITIES

Identify areas of practice that require attention by CAB and make recommendations for revising standards of practice contained in the Architects Practice Act and regulations.

Monitor methods of practice and proposed changes in laws that may impact architectural practice and assess their impact on the regulatory process.

Review need to enact additional rules of professional conduct.

Monitor impact of emerging technology and global trends on goals and objectives.

Monitor impact of building code adoption and analyze implications on exemptions defined in BPC section 5537, as it relates to materials and methods of construction.

Monitor the application of alternative project delivery methods and tools for their potential effect on the public's health, safety, and welfare.

Communicate with building officials regarding the statutory requirements for architects' stamps and signatures.

## LEAD RESPONSIBILITY

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

## OBJECTIVES

~~1. Establish a CAB liaison to participate in AIACC discussions related to IPD.~~

~~2. Receive periodic updates on IPD at CAB meetings.~~

1. Develop a strategy for working with the League of California Cities and the California Chapter American Planning Association to inform them of Architects Practice Act requirements.

2. Determine the appropriateness of "gag" clauses in civil settlement agreements.

## LEAD RESPONSIBILITY

~~Regulatory & Enforcement Committee~~

~~Regulatory & Enforcement Committee~~

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

## TARGET DATE

~~March 2010~~

~~December 2010~~

December 2011

December 2011

# Enforcement

**GOAL:** Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

## ONGOING RESPONSIBILITIES

- Coordinate efforts with NCARB on regulatory and enforcement issues.
- Oversee effectiveness of building official contact program.
- Actively enforce laws and regulations pertaining to unlicensed activity.
- Monitor impacts of new technology on enforcement procedures.
- Implement identified alternative enforcement tools.
- Review literature regarding the impact of technology on the profession.
- Maintain CAB presence at CALBO and International Code Council (ICC) chapters.
- Monitor the enforcement of penalties and continue to explore creative ways of collecting fines due.
- [Monitor DCA's enforcement legislation.](#)

## LEAD RESPONSIBILITY

- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee/Staff
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- [Regulatory & Enforcement Committee](#)

## OBJECTIVES

- ~~1. Develop and implement an Enforcement Improvement Plan.~~
- ~~1.2.~~ Utilize DCA recommended enforcement performance measures as appropriate.
- ~~2.3.~~ Review DCA's best practices, analyze, and adjust CAB's enforcement procedures where appropriate.
- ~~4. Monitor DCA's enforcement legislation.~~
- ~~3.5.~~ Monitor fingerprint requirement for licensees.
- ~~4.6.~~ Execute new architect consultant contracts ~~(one contract effective July 2010 and one contract February 2011).~~
- ~~5.7.~~ Participate in the DCA Enforcement Academy.
- ~~8. Review the civil action judgment, settlement, and arbitration award reporting requirement under BPC sections 5588, 5588.1 and 5588.2 and determine if actions are warranted.~~
- ~~6.9.~~ Review, update, and publish Consumer's Guide to Hiring an Architect.

## LEAD RESPONSIBILITY

- ~~Regulatory & Enforcement Committee~~
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- ~~Regulatory & Enforcement Committee~~
- Regulatory & Enforcement Committee
- Staff
- Staff
- ~~Regulatory & Enforcement Committee~~
- Regulatory & Enforcement Committee

## TARGET DATE

- ~~June 2010~~
- ~~September~~  
[December 2011](#)
- ~~December 2011~~
- ~~December 2010~~
- ~~December 2011~~
- ~~January~~  
[June 2011](#)
- March 2011
- ~~June 2011~~
- December 2011



## Public and Professional Awareness

**GOAL:** Increase public and professional awareness of CAB's mission, activities, and services.

ONGOING RESPONSIBILITIES		LEAD RESPONSIBILITY	
Monitor CAB Communications Plan and recommend expanded communication vehicles as needed.		Communications Committee	
<del>Inform CSE commissioners via newsletter.</del>		Staff	
Disseminate information to licensees, candidates, consumers, government agencies, students, schools, and others.		Staff	
Fine tune, update, and promote written materials and CAB's Web site.		Communications Committee	
Maintain a presence at schools of architecture to inform students about licensing requirements.		Staff	
Use CAB newsletter to communicate with licensees on such topics as: 1) changes in state regulations, including building code changes, access compliance, and license requirements; and 2) current and upcoming issues such as BIM, IDP, <a href="#">integrated project delivery (IPD)</a> , sustainable design, etc.		Communications Committee	
Implement recommendations for greater use of electronic communication.		Communications Committee	
<a href="#">Continue CAB's school and student outreach programs.</a>		<a href="#">Communications Committee</a>	
OBJECTIVES		LEAD RESPONSIBILITY	TARGET DATE
<del>1. Expand CAB's school and student outreach programs.</del>		<del>Communications Committee</del>	<del>December 2010</del>
<a href="#">1.2</a> Expand the consumer content on CAB's Web site.		Communications Committee/ Regulatory & Enforcement Committee	December 2011 <del>0</del>
<a href="#">2.3</a> Formulate a communications strategy <a href="#">informing deans, professors, and students of universities and community colleges</a> <del>regarding of</del> the value of an architect license.		Communications Committee	December 2011 <del>0</del>
<del>4. Use web-based media and the CAB newsletter to communicate key messages, including the value of a license, changes in exam requirements and format, and the important relationship between academia and practice.</del>		<del>Communications Committee</del>	<del>December 2010</del>
<del>5. Convert CAB's existing newsletter to email newsletter distribution.</del>		<del>Communications Committee</del>	<del>December 2011</del>
<del>6. Explore and monitor in concert with DCA opportunities for using multi-media outreach to students, candidates, and licensees such as social networking tools, video, and other media.</del>		<del>Communications Committee</del>	<del>December 2011</del>
<a href="#">3.</a> <a href="#">Formulate a communications strategy informing consumers via chambers of commerce on licensure, contracts, etc.</a>		<a href="#">Communications Committee</a>	<a href="#">December 2011</a>

## Organizational Relationships

**GOAL:** Improve effectiveness of relationships with related organizations in order to further CAB's mission and goals.

### ONGOING RESPONSIBILITIES

Maintain working relationship with NCARB.

Maximize involvement in NCARB and WCARB and obtain appointments to committees and elected office positions.

Maintain working relationship with AIA, AIACC, and other professional architectural organizations.

Work with AIACC to advance CAB's goals and objectives.

Maintain working relationship with DCA and other state agencies.

Maintain communications with allied organizations (i.e., contractors, engineers, building officials, and insurance providers).

Maintain communication with educational community through liaison program.

Recruit qualified potential representatives for CAB committees.

Maintain relationships with major organizations representing primary constituencies including CAB Board member liaisons as needed.

Monitor proposed legislation which directly or indirectly affects architectural practice.

Ensure programs, activities, and services are accessible to persons with disabilities.

Integrate best practices, relevant information, and strategies between CAB and LATC.

### LEAD RESPONSIBILITY

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Staff

Staff

[Executive Committee](#)

[Continue to hold CAB meetings at campuses, including community colleges; engage faculty in dialogues regarding the value of licensure.](#)

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Implement Board Liaison Program with identified targeted organizations (e.g., building officials) including report backs to allow greater visibility and collaboration and foster two-way communication.	Executive Committee	<del>June</del> <u>December</u> 201 <u>1</u> <del>0</del>
<u>2. Establish a CAB liaison to participate in AIACC discussions related to IPD.</u>	<u>Regulatory &amp; Enforcement Committee</u>	<u>December 2011</u>
<del>2. Rotate CAB meetings to school campuses; engage faculty in dialogues regarding the value of licensure.</del>	<del>Executive Committee</del>	<del>December 2010</del>
.3 <del>Conduct a summit</del> <u>Continue dialogue</u> on enforcement issues involving CALBO, the Division of the State Architect, the Occupational Safety and Health Administration, the Board for Professional Engineers and Land Surveyors, and others, with the goal of improving the effectiveness of enforcement procedures.	Executive Committee	June 2012
<u>4. Participate in AIACC discussions on key practice issues.</u>	<u>Executive Committee</u>	<u>December 2011</u>

## Organizational Effectiveness and Customer Service

**GOAL:** Enhance organizational effectiveness and improve the quality of customer service in all programs.

### ONGOING RESPONSIBILITIES

Monitor legislation that impacts architectural practice as it relates to the public health, safety, and welfare.

Monitor implementation of CAB strategic plan.

Monitor and identify changes and trends in practice.

Monitor and improve customer service.

Monitor and improve organizational effectiveness.

Utilize former CAB members on committees and task forces to maintain organizational memory.

Conduct new CAB Board member orientation program through one-on-one sessions, printed materials, and use of veteran members as "mentors."

Conduct annual budget briefing sessions.

Monitor State budget conditions and maintain clear budget priorities.

Utilize benchmarking and best practices research, as appropriate.

Initiate specialized staff training to support strategic plan implementation.

Link strategic plan, budget, and evaluation.

Utilize Web site to solicit feedback from licensees.

Develop succession plans for key staff positions.

Continue efforts to make CAB operations open and transparent to the public.

### LEAD RESPONSIBILITY

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Executive Committee

Staff

Executive Committee

Communications Committee

Staff

Executive Committee

### OBJECTIVES

~~1. Complete and implement regulatory proposal to increase license fees.~~

1. Publish CAB meeting packets and approved meeting minutes on Board's Web site.

2. Complete sunset review process.

3. Recommend ~~during the sunset review process to re-staggering~~ of Board member terms, through the Sunset Review process.

4. Review committee appointment and membership procedures and charges, and make recommendations for improvement, including training.

5. Identify and implement best practices and cost-saving measures.

### LEAD RESPONSIBILITY

~~Staff~~

Staff

Executive Committee

Executive Committee

Executive Committee

Executive Committee

### TARGET DATE

~~December 2010~~

June 2011

December 2011

December 2011

December 2011

January 2012

## Performance Measures

CAB measures its performance by the (1) competence of the architects it licenses, (2) quality of services CAB provides, and (3) competitiveness of the marketplace.

### COMPETENCE OF ARCHITECTS

Architects are expected to possess certain knowledge, skills, and abilities. Consumers and clients desire architectural services to be delivered by well-qualified architects. These are the qualities an architect should possess to meet those expectations. CAB's role is to focus on those areas that directly impact public health, safety, and welfare.

#### TECHNICAL EXPERTISE

- Ability to prepare a clear and complete set of working drawings
- Ability to take a concept and work with the client to get it built
- Knowledge of regulatory requirements, including safety, access, and code issues
- Project sustainability
- Understanding of building systems, including materials, structures, and technologies
- Knowledge of how a building is built

#### LEGAL AND ETHICAL PERFORMANCE

- Knowledge of legal requirements
- Utilize written contracts
- Follow rules of conduct
- Meet contractual obligations

#### COMMUNICATION SKILLS

- Graphic communication skills
- Oral communication skills
- Written communication skills

#### CREATIVE ABILITIES

- Design ability, creativity, and knowledge of current design trends

#### LEADERSHIP SKILLS

- Community leadership
- Project management
- Consensus building

#### MANAGEMENT SKILLS

- Budget and financial management
- On-time delivery
- Contract administration

CAB can utilize the following methods and benchmarks to measure whether it is improving the competence of California architects:

- Number and type of complaints
- Focus group meetings with various constituent and user groups
- Building official surveys

### **QUALITY OF CAB SERVICES**

CAB has many constituencies it must serve. They are delineated in the Constituencies and Needs section beginning on page \_\_. One of CAB's goals is to enhance organizational effectiveness and improve the quality of customer service in all programs.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Number and type of complaints
- Focus group meetings with various constituent groups
- Building official surveys

### **COMPETITIVENESS OF THE MARKETPLACE**

CAB needs to ensure that consumers operate in a fair, competitive marketplace that provides them with a choice of qualified architects. CAB must protect the public's health, safety, and welfare while being careful not to over-regulate the marketplace. It appears that CAB has not set unreasonable barriers to entering the practice given the large number of architects available.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Comparison with other jurisdictions (per capita, distribution, etc.)
- Exam pass rates
- Trends
- Number of qualified architects

**Appendices**

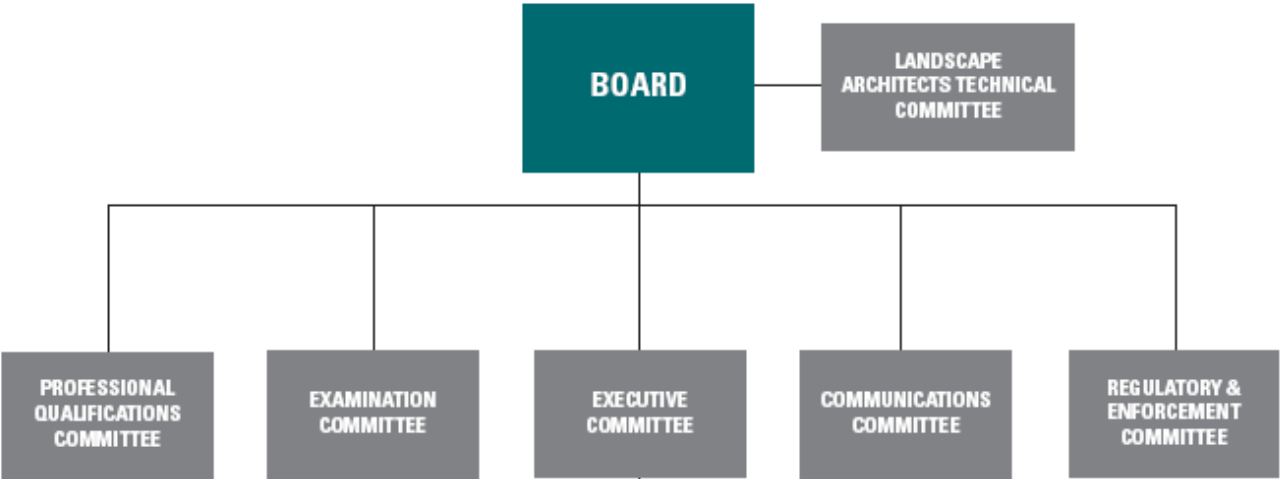
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B. External Factors Influencing CAB ..... 24

C. Communications Plan ..... 28

# Organizational Structure

CAB has developed the organizational structure below to implement its strategic plan. CAB will establish subcommittees and task forces as needed.





## External Factors Influencing CAB

Every annual update ~~of the~~ to CAB's strategic plan is preceded by an environmental scan. From an examination of CAB's external environment, CAB members and staff identify the potential issues and challenges, which may affect CAB's ability to carry out its mission over the long term. The following trends and assumptions help form the foundation of CAB's strategic plan.

### CONSUMER AND CLIENT ISSUES

- The potential expansion of public works projects will expand opportunities for architects.
- Clients of architectural services are demanding higher levels of service and quality and expect lower costs.
- Concerns about climate change and energy efficiency, drought conditions, and the environment have made green building standards a mainstream issue. Increasingly, clients are demanding that architects utilize "sustainable" or "green" building materials and techniques.
- Demand for application of sustainable design practices and use of sustainable materials and technologies will require architects and other design professionals to acquire relevant knowledge and skills.
- Clients are increasingly awarding jobs based on competitions, ultimately affecting the quality of products and services.
- New computer software has resulted in more clients attempting drawings or other aspects of architecture on their own, without the use of a licensed architect.

### ARCHITECTURAL PRACTICE

- The trend toward specialization in architectural practice will continue.
- Fewer practitioners have close ties to academia than in years past.
- The increasing use of alternative project delivery, including IPD and the application of BIM, will impact the assignment of responsible control and liability.
- The use of public/private partnerships is increasing in light of public sector budget constraints.
- The growing number of unlicensed professionals facilitating the application of IPD and BIM may have negative implications for project quality.
- More architects are practicing outside the limits of their primary expertise.
- International practice opportunities are increasing.
- Potential gaps in the supply of architects resulting from the recent economic downturn may lead to an increase in unlicensed practice in the future.
- The marketplace is experiencing increased pressures to lower fees, increase services, and operate in a compressed time frame environment.
- Changes in technology, alternative project delivery methods, regulations, among other factors, continue to redefine the standard of care.
- The ability to practice architecture is increasingly restricted by the ability to obtain professional liability insurance.
- Use of the legislative process to impact architectural practice is increasing.
- Construction defect liability is an issue in the Legislature.
- The number of turn-key and design/build projects continues to increase, thereby increasing potential conflicts of interest between contractors and owners. Responsible control is taken out of the hands of the architect and leaves the owner without a clear advocate.

- The use of program/construction managers is on the rise.
- As the role of construction manager in project delivery grows, so does the potential threat to public health, safety, and welfare, as construction managers are not regulated.
- The use of team approaches to project management and development is increasing.
- The Internet allows architects to work on projects at great distances from their home offices.
- The role of principal has evolved from mentor into business manager.
- Architects' salaries are low relative to business and high-tech fields.
- An increasing number of principals are spending less time on traditional architectural functions and more time on business development, client relations, and operating the business.
- Consolidation of architectural firms continues.
- Building security will be a growing concern in the foreseeable future.
- Increasingly, architects are signing blueprints that are created outside of their realm of observation, often outside of the country.

## ARCHITECTURAL EDUCATION AND TRAINING

- [The increasing cost of education is further reducing the number of architects and creating a gap between education and practice.](#)
- License and examination fee increases, changing requirements, and modifications to exam format and structure are creating challenges for those interested in becoming licensed.
- Increasingly, architecture students are choosing not to take the licensure exam, which may reflect a change in the perception of the license as a gateway to professional practice.
- Architectural education needs to evolve to address new technologies, building systems, and practice trends.
- There is a growing need for partnership among academia, practitioners, and CAB.
- Internships will need to focus on public health, safety, and welfare items, such as construction methods, life safety, Americans with Disabilities Act compliance, and construction document coordination.
- NAAB appears to have reduced its focus on ensuring that students effectively demonstrate four of the core competencies related to architectural practice.
- Global outsourcing may reduce potential internship opportunities.
- [Technology is increasingly used to provide continuing education opportunities.](#)

## CONSTRUCTION INDUSTRY

- Changes in model codes affect local standards and review processes.
- Codes remain in flux.
- Materials' specifications are changing.
- The shift to metric standard continues.
- Trend toward new configurations of professional teams to include designing, building, and construction. This can result in an unclear definition of the architect's responsibility (e.g., in relation to construction defects).
- Building technologies have remained the same, but there are changes in building materials (e.g., straw bale and adobe blocks in residential construction).
- Demand for "green" (environmentally sensitive, energy efficient) architecture is increasing.

- While the construction management function is expanding, it is still unregulated, potentially affecting the public's health, safety, and welfare.
- The construction industry lacks qualified craftspeople to meet current demands.

## ECONOMY

- Economic cycles are less predictable, resulting in more rapid fluctuations affecting [job security and](#) the demand for qualified professionals.
- Fiscal conservatism continues to influence the economic decision-making of consumers and clients, resulting in fewer business opportunities for practicing architects.
- Greater competition for jobs has the potential to impact the quality of services and consumer protection.
- International investors are becoming a bigger factor in the California economy.
- Growing international practices and outsourcing of architectural services puts downward pressure on labor costs and quality of service.
- More clients are demanding faster project delivery.
- Alternative careers (e.g., entertainment, computers) are expanding.
- The economic downturn may result in the loss of quality architects from the profession.
- The quality of plan checking is likely to be affected by downsized local building departments.

## GOVERNMENT

- [The Sunset Review process has been re-instituted and is underway.](#)
- [Uncertainty in the political realm continues.](#)
- State-mandated furloughs are resulting in a decrease in CAB's capacity to oversee the licensure process and enforce licensure requirements.
- Severe State budget constraints are likely to continue.
- Efforts to restructure and streamline government continue.
- In 2004, Sunset Review recommended that CAB allocate more funding towards addressing enforcement issues, diverting funding from possible research and development efforts.
- Not all reportable civil action judgments, settlements, arbitration awards, or administrative actions with values greater than \$5,000 in cases involving architects are being reported to CAB as required by law.
- Unregulated construction management may have a negative effect on architectural control.
- Electronic service delivery using the Internet is increasingly common.
- Changes in the California Legislature make it important to renew contacts and develop new relationships.

## INTERSTATE AND INTERNATIONAL PRACTICE

- The practice of architecture is becoming increasingly interstate and international in nature. Architects are using foreign firms to do construction documents. The opening of the international marketplace, symbolized by the North American Free Trade Agreement and General Agreement on Tariffs and Trade, broadens the scope of trade.
- This trend increases the need for greater uniformity of licensing requirements as more out-of-state consultants are hired and technology increases the ease of communications and information transfer.

- There is increased foreign investment in California businesses and infrastructure.
- NCARB continues to emphasize consistency in licensing requirements to achieve reciprocity.

|

## DEMOGRAPHICS

- California's population continues to become more diverse. All regions of California are projected to continue to grow.
- California's population is aging and individuals of the "baby boom" generation are beginning to retire, resulting in a decrease in the number of experienced, practicing architects.
- California's population is growing in high-risk areas (e.g., flood plains, earthquake-prone regions).
- California's infrastructure, roads, utilities, and housing supply are not keeping pace with its growing population.
- Increased elderly and young populations affect needed services.
- Increased cultural diversity affects consumers, regulators, and the education system.
- Increase in population affects natural resources (e.g., air, water, and space), infrastructure, and the education system.

## INFORMATION TECHNOLOGY

- Electronic technology greatly expands both opportunities and challenges for communication and control over the preparation of technical documents.
- Technology also impacts the regulatory environment, as products such as engineering software and prototype plans become increasingly available.
- Changes in technology necessitate changes in regulation of architects to address issues such as computer-aided design, supervision/apprenticing of interns, etc.
- Technology has put less emphasis on paper documents.
- Some architects lack technological competency. Their challenge is to learn how to manage and regulate the technology properly.
- Technological innovations in modeling and engineering have created opportunities for new designs and new structures.
- Technology is impacting record documentation and the assignment of liability and negligence.
- Web-based project management will continue to impact project delivery, thereby making document control, accuracy, and integrity more critical.
- The adoption of BIM techniques has introduced new concerns regarding consumer protection and user safety in buildings.

# Communications Plan

To support its strategic priorities, the California Architects Board (CAB) conducts information and outreach activities. This plan presents key messages, existing communications channels, and preliminary strategies for improving external communications.

## AUDIENCES

CAB provides information to six main audiences:

- Consumers (clients of architects)
- Candidates and pre-candidates (interns and students)
- Professionals (licensed architects)
- Building officials
- Allied professionals (other design and construction professional associations and licensing boards)
- Architectural education community

### **CONSUMERS (CLIENTS OF ARCHITECTS)**

#### ***Messages and Key Information***

Consumers need information on how to choose the right architect and how to address complaints during or after projects. Other important consumer information includes:

- Guidelines on hiring architects, including criteria
- Consumer rights
- Assistance available from CAB

This information requires greater visibility and needs to be targeted more directly to specific audiences based on the importance of data as it relates to the public's health, safety, and welfare.

#### ***Existing Communications Channels***

- Consumer's Guide to Hiring an Architect (print and Web site)
- Information sheets (print and Web site)
- Post-disaster forums and press releases
- Press releases

#### ***Preliminary Strategies***

- Articles in trade association and consumer magazines
- Articles in local newspapers (home sections)
- Outreach via related associations, such as local boards of realtors
- Liaison with Department of Consumer Affairs (DCA)

### **CANDIDATES AND PRE-CANDIDATES (INTERNS AND STUDENTS)**

#### ***Messages and Key Information***

Candidates for examinations and those considering the profession need accurate, timely information. Students need information and guidance about the necessary requirements of the practice of

architecture, and exam candidates need detailed information about the licensure process to avoid costly mistakes. Other important information includes:

- Education requirements
- Experience requirements
- Written and supplemental examination requirements
- License requirements
- Practice limitations for those without licenses
- Background on CAB
- Standards of practice information
- Other states' requirements (e.g., in regard to reciprocity)

#### ***Existing Communications Channels***

- Architectural Careers Web site and bookmark
- Candidate's Handbook (~~print and~~ Web site)
- Comprehensive Intern Development Program (CIDP) Handbook
- National Council of Architectural Registration Boards Web site and documents
- The American Institute of Architects, California Council (AIACC), Construction Specifications Institute (CSI), and Society of American Registered Architects (SARA) meetings, chapter meetings, and publications
- Seminar presentations

#### ***Preliminary Strategies***

- Expand information and applications available on CAB's Web site
- Provide more information to students and provide it earlier in their educational endeavors
- Create and distribute a poster to schools to display information referencing CAB's Web site and available publications

### ***PROFESSIONALS (LICENSED ARCHITECTS)***

#### ***Messages and Key Information***

Licensed professionals require up-to-date information to stay current in the field and provide quality architectural services. This pertains especially to sole practitioners and unaffiliated architects.

Important information topics include:

- Architects Practice Act (law and regulations)
- Standards of practice
- Disciplinary actions
- Issues of practice (e.g., codes, professional trends, etc.)

#### ***Existing Communications Channels***

- CAB's quarterly newsletter (~~print and~~ Web site)
- Architects Practice Act with Rules and Regulations (Web site)
- AIACC, CSI, and SARA meetings, chapter meetings, and publications

### ***Preliminary Strategies***

- ~~Contract with consultant to u~~Upgrade graphics on ~~all~~ reports and publications
- Develop contact plan for AIACC (Executive Committee) and its chapters
- Expand publication dissemination to licensees
- Update the CIDP/IDP Communication Plan

### ***BUILDING OFFICIALS***

#### ***Messages and Key Information***

Building officials need to know which plans require professionals, and who are licensed architects. Other information needed by these agencies includes:

- Architects Practice Act (laws and regulations)
- Guidance in interpreting the Act
- Licensee information
- Disciplinary actions

#### ***Existing Communications Channels***

- Building Official Information Guide (print)
- Architects Practice Act with Rules and Regulations (Web site)
- California Building Officials (CALBO) meetings
- Tables at CALBO meetings
- International Conference of Building Officials (ICBO) chapter meetings
- Visits to building officials
- Annual surveys

### ***Preliminary Strategies***

- Work with ICBO to create code pamphlets

### ***ALLIED PROFESSIONALS***

#### ***(OTHER DESIGN AND CONSTRUCTION PROFESSIONAL ASSOCIATIONS AND LICENSING BOARDS)***

#### ***Messages and Key Information***

Professional associations for design and construction industries (e.g., contractors, engineers, geologists, and building industry associations) need to be kept informed of CAB's activities which may impact their organizations and the industries they represent. Likewise, the state licensing boards which regulate those industries need to be kept informed of activities that may impact their boards and the professions they regulate.

#### ***Existing Communications Channels***

- Newsletters
- Web site
- DCA Executive Officers Council
- Web site links to affiliated professionals' Web sites



- Architectural/engineering meetings

#### ***Preliminary Strategies***

- Interact with Board for Professional Engineers, ~~and~~ Land Surveyors, [and Geologists](#) and Contractors State License Board (Executive Committee)

### **ARCHITECTURAL EDUCATION COMMUNITY**

#### ***Messages and Key Information***

California schools with architectural programs (i.e., colleges, universities, and community colleges) and high schools need to know about licensure and candidate information. These include:

- Examination/licensure requirements
- Candidate exam pass rates
- CIDP/IDP
- CAB programs

#### ***Existing Communications Channels***

- Candidate's Handbook (~~print and~~ Web site)
- Summary of Architect Registration Examination pass rates by school
- Education forums

#### ***Preliminary Strategies***

- Expand education forums
- Meet at schools when possible
- Distribute CIDP Handbook

### **GRAPHIC STANDARDS**

CAB will maintain and update its graphic standards to ensure clarity, consistency, and accuracy of information in all printed materials and publications.

### **WEB SITE**

The Internet is being used effectively as a tool to reach all audiences through links to and from related sites. The current site functions well and has outstanding graphics. CAB will continue to improve Web site access, ease of use, and value to users.



## **Agenda Item E**

**CLOSED SESSION – DISCIPLINARY DECISIONS [CLOSED SESSION PURSUANT TO  
GOVERNMENT CODE SECTIONS 11126(C)(1) and (3)]**



## **Agenda Item F**

### **PUBLIC COMMENT SESSION**

Members of the public may address the Board at this time. The Board President may allow public participation during other agenda items at his discretion.



## **Agenda Item G**

### **APPROVE THE DECEMBER 15-16, 2010 BOARD MEETING MINUTES**

The Board is asked to approve the minutes of the December 15-16, 2010 Board meeting.

MINUTES  
REGULAR MEETING  
CALIFORNIA ARCHITECTS BOARD

December 15-16, 2010

San Diego, CA

A. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

President Iris Cochlan called the meeting to order on December 15, 2010 at 9:40 a.m. Secretary Marilyn Lyon called the roll.

Board Members Present

Iris Cochlan, President  
Pasqual Gutierrez, Vice President  
Marilyn Lyon, Secretary  
Jon Alan Baker  
Jeffrey Heller  
Michael Merino  
Sheran Voigt  
Hraztan Zeitlian

Guests Present

Julie D'Angelo Fellmeth, Center for Public Interest Law (CPIL)  
Haley Gipe, American Institute of Architects, California Council (AIACC)  
Kimberly Kirchmeyer, Deputy Director, Board and Bureau Relations, Department of Consumer Affairs (DCA)  
Stephanie Landregan, Chair, Landscape Architects Technical Committee (LATC)  
David A. Taylor, Jr., LATC  
Jon Wreschinsky, California Chapter of the American Society of Landscape Architects (CCASLA)

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Justin Sotelo, Program Manager, Examination/Licensing Unit  
Trish Rodriguez, Program Manager, LATC  
Hattie Johnson, Enforcement Officer  
Anthony Lum, Administration Analyst  
Robert Carter, Architect Consultant  
Don Chang, Legal Counsel, DCA

Six members of the Board present constitute a quorum. There being eight present, a quorum was established.

B. PRESIDENT'S REMARKS

Ms. Cochlan welcomed everyone to the meeting and thanked Jon Baker for securing the meeting location. She indicated that today the Board would be conducting regular business and tomorrow the Board would be conducting strategic planning facilitated by Daniel Iacofano. She announced that Board member Larry Guidi retired from the Board effective December 1, 2010. She also advised that the Sunset Review Report was submitted to the Legislature on September 30, 2010 and that the November Sunset Review hearing was postponed until February 2011.

C. DEPARTMENT OF CONSUMER AFFAIRS DIRECTOR'S REPORT

Ms. Cochlan introduced Ms. Kirchmeyer to provide the DCA Director's report. Ms. Kirchmeyer reported that the hiring freeze that was implemented on August 31, 2010 by the Governor is still in effect and that there are limited exceptions to the hiring directive. She indicated that the freeze for overtime hours would also remain in place.

Ms. Kirchmeyer reported that for DCA's Consumer Protection Enforcement Initiative (CPEI), DCA completed the collection of enforcement data on the performance measurements from each of the boards and they were posted on DCA's Web site. She indicated that the information will be updated on a quarterly basis so that the public can view the information pertaining to enforcement cases and the processing time for disciplinary actions.

Ms. Kirchmeyer provided an update on the BreEZE system (the replacement for DCA's three current antiquated computer systems) and that it is on schedule to be completed with the release of the request for proposal by the end of December 2010. She said that the vendor would be chosen and in place by July 2011 and the first system implementation is scheduled for the end of 2012, with most of the DCA programs being implemented in 2013 or 2014.

Ms. Kirchmeyer reported that Brian Stiger, Director of DCA, met with an individual from the Governor's transition team and indicated that all of DCA's initiatives to improve enforcement, licensing, and, within DCA, the Human Resources Unit, would continue to progress.

The last issue she addressed was for the Board members who are currently in their one-year grace period. Ms. Kirchmeyer stated that appointments and reappointments are moving forward and they could be accomplished for those board members needing reappointment prior to Governor Schwarzenegger leaving office.

D. CLOSED SESSION – DISCIPLINARY DECISIONS AND EXAM DEVELOPMENT ISSUES  
[CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 11126(C)(1) AND (3)]

The Board went into closed session in order to consider action on two disciplinary cases and the September 15, 2010 Board meeting closed session minutes. The Board took the following action:

1) accepted the Stipulated Settlement and Disciplinary Order in the Matter of the Accusation against Andrew Barmakian; and 2) approved the September 15, 2010 Board meeting closed session minutes with an edit.

E. PUBLIC COMMENT SESSION

Ms. Cochlan requested that the public attendees at the meeting voluntarily introduce themselves and the organizations they are affiliated with. Jon Wreschinsky of CCASLA introduced himself and thanked the Board for their support with LATC and the current Sunset Review. The next individual was Stephanie Landregan, Chair of LATC, Director of the Landscape Architecture Program at the University of California (UC), Los Angeles Extension, and Vice President of Governmental Affairs for ASLA, who offered to discuss any questions or issues the Board may have for these entities. The next person was David Taylor, member of LATC, and the last person was Julie D'Angelo Fellmeth of CPIL, who had two suggestions for the Board in the area of transparency to interested parties about what the Board does, the decisions that it makes, and the issues they address.

First, Ms. D'Angelo Fellmeth said that the Board is one of the last boards that does not post meeting minutes on their Web site and suggested that it post them in the future to help the public and the profession know what decisions were made at their meetings. Second, she stated that the hardcopy Board meeting materials (i.e., meeting packets) are only distributed to certain individuals in and out of the profession prior to a meeting and that most other DCA boards post them electronically on their Web sites so that interested parties can track what a board has on their meeting agenda. She suggested posting the meeting materials on the Board's Web site in the future and to consider both suggestions in Strategic Planning and Sunset Review.

F. APPROVE THE SEPTEMBER 15, 2010 BOARD MEETING MINUTES

Ms. Cochlan called for a motion to approve the September 15, 2010 Board Meeting Minutes.

- **Michael Merino moved to approve the September 15, 2010 Board Meeting Minutes.**

**Sheran Voigt seconded the motion.**

**The motion passed 8-0.**

G. EXECUTIVE OFFICER'S REPORT

Mr. McCauley reported that the Strategic Planning will be very focused due to the Sunset Review process and the limitations placed upon state government. He said that the state's financial problems continue to persist with the Legislative Analyst Office's projection of a \$25 billion deficit over this

and the next fiscal years. He indicated that although the Board is a special fund agency, furloughs, contract reductions, hiring freezes, etc., can affect the Board's programs. He cited an example of when contract suspensions were imposed two years ago, the Board's Enforcement Unit could not investigate professional practice-related complaints, as both contracted architect consultants were prohibited from working and Board staff is not qualified to investigate these types of cases. He anticipated that the travel restrictions would continue, which will preclude the Board from participating in national affairs, influencing national reciprocity standards, and shaping the national examination (Architect Registration Examination – ARE) and the national internship program (Intern Development Program – IDP). He stated that over the past year, despite the mandated resource restrictions (furloughs, etc.) there have been multiple major projects completed by the Board, such as the California Supplemental Examination (CSE) conversion, the Sunset Review Report, and the redoubling of the Board's enforcement efforts.

Mr. McCauley restated that there are three Board members in their one-year grace period and if they are unsuccessful at obtaining reappointment, the Board would drop below a quorum and only have five active Board members by July 1, 2011. He indicated that DCA and the Governor's Appointments Office are aware of the issue.

Mr. McCauley suggested the following meeting dates for 2011 because the Board needs to vote on issues prior to the Western Conference of Architectural Registration Boards (WCARB) meeting in March and the National Council of Architectural Registration Boards (NCARB) meeting in June. The suggested dates are: March 17, 2011, June 16, 2011, September 15, 2011, and December 14-15, 2011 (includes Strategic Planning).

Jeffrey Heller said he would like to have the June 2011 meeting a week earlier than what is suggested. Mr. McCauley stated that the reason the Board meets during the middle of June is to vote on the NCARB resolutions, which are not released earlier in advance of their June annual meeting (later in the meeting Mr. Heller indicated that June 16, 2011 meeting date was acceptable). Ms. Voigt indicated that she would like the December date moved up a week to December 7-8, 2011 depending upon the availability of the other Board members.

Mr. McCauley reported that the regulations for the proposed fee increase were approved and codified and will go into effect January 1, 2011 for the upcoming license renewal cycle.

Mr. McCauley indicated that he will meet with the Sunset Review Committee staff to identify the Committee's expectations. He mentioned that Senator Curran Price is now the chair of the Committee and a legislator the Board has worked with in the past. He said that the legislative staff member currently reviewing the 2010 Sunset Review Report is the same person who reviewed the last report, so there would be some continuity and historical knowledge through the process. Mr. Heller inquired when the first 2010 Sunset Review hearing was scheduled and when the last Sunset Review Report was completed. Mr. McCauley said that the November 2010 Sunset Review hearing was rescheduled until sometime in February 2011 and that 2004 was when the last Sunset Review process concluded. Mr. Heller stated that he believed if the state wanted to save money, the Sunset Review dates should be extended beyond 10 years rather than every five to six years due to the amount of time and resources a program utilizes to complete the process.



Mr. McCauley proceeded to explain that the Board would receive a list of questions from the Sunset Review Committee a few weeks prior to the hearing date pertaining to issues in the Sunset Review Report and would need to respond to them in writing and at the hearing. He continued that within two months of the first hearing, a second hearing would be conducted where DCA provides its recommendations to the Committee, and then a third hearing takes place where the actual vote occurs. He added that once the vote is taken, legislation can be introduced by the Committee to extend a program's sunset date or sunset it with any policy recommendations.

Mr. McCauley reported that there is an interest from AIACC's Emerging Professionals' Academy for the Board to participate in their upcoming conference regarding architectural education. He indicated that the Board had completed sessions on architectural education in the past, which reviewed issues regarding the schools' concerns, the number of individuals entering the profession, the reasons a student obtained a license, the educational curriculum within the schools, and whether it appropriately educated students in critical areas of practice.

Mr. McCauley reported that the CSE conversion is in its final stages with the completion of the workshops for exam development, logistics, and the Examination Committee meetings. He indicated that the last step to be completed is the communications (i.e., Web site, letters, handbook, etc.) for the exam candidates that help explain the exam process to them prior to implementing it in February 2011.

Mr. McCauley reported that the Enforcement Unit has reduced their pending caseload by streamlining the complaint process, improved the triage of cases, and redoubling the efforts of the enforcement staff to address the pending caseload and decrease the number of older cases. He also stated that with case aging, the processing times are currently within an acceptable range; however, when there are older cases included that have been opened for an extended period, it can skew the statistics to reflect an inaccurate case aging timeline. Ms. Voigt inquired as to the average turn-around time for a complaint from its filing until resolution. Hattie Johnson responded that the average complaint case, including those forwarded to the DAG, is closed within a year, but that a majority of complaint cases are closed within weeks or months of receipt. She stated that a few of the cases take a longer time due to their complexity or extended processing times at other offices such as the DAG, and Office of Administrative Hearings, or if the Board requests additional documentation from the subject or complainant for an appropriate review.

Mr. Merino inquired where the enforcement statistics that were requested at the last Board meeting were to address the pending caseload and case aging issues. He stated that he wanted more case aging specifics on the time elapsed to process an enforcement case. Both Mr. McCauley and Ms. Johnson indicated that the meeting packet contained enforcement statistics and if those were not the appropriate statistics, staff would need specific parameters and would obtain those statistics from the new DCA enforcement database.

Hraztan Zeitlian inquired as to whether the enforcement review process had increased or decreased in time over the past three years. Mr. McCauley indicated that staff could perform analysis on the enforcement case aging data over the past three years to obtain the information. Mr. Merino requested to have the case aging issue put on the agenda for the next meeting. Ms. Cochlan indicated that the topic would be put onto the agenda for the next meeting. Mr. Merino further clarified that

the enforcement information requested would breakdown the enforcement cases into the various types of complaints categorically and the length of time each type took to process. Vickie Mayer indicated that these types of statistics may be misleading on the amount of time to investigate a complaint because it may be opened by the Board for one type of issue, but subsequently investigated or closed as another type or could be found to have multiple violations depending upon what is discovered in the investigation. Mr. Merino indicated that categorizing them by the case outcome would be appropriate so that individuals looking at the statistics would know the types of complaints the Board is reviewing and the time it took to process them. He explained that this enforcement data may be used to document the consumer protection issues that the Board could be measured against to show what the Board enforces, how it enforces, the time it takes to enforce a violation, and to justify and quantify possible improvements.

Pasqual Gutierrez inquired as to how the Board should respond to the perception that the Board does not have a large enforcement caseload. Mr. Merino indicated that tracking the enforcement data that he requested would help support the validation of the Board's enforcement program. Mr. McCauley stated that staff will obtain the enforcement statistics that have been requested and present it to the Board for review. He responded to Mr. Gutierrez's inquiry by stating that the nature of the profession, with its checks and balances that occur while working with engineers, contractors, building departments, etc., often resolve themselves without having to come to the Board or the civil arena. He continued that most of the resolutions on enforcement cases are citations rather than license revocations and stipulations that need to be reviewed by the Board.

#### H. ELECTION OF 2011 BOARD OFFICERS

John Baker reported that the Nominations Committee (consisting of himself and Mr. Heller) solicited nominations from the Board members for the 2011 Board officers. The slate of officers as proposed by the Nominations Committee, are: Pasqual Gutierrez for President; Marilyn Lyon for Vice President; and Sheran Voigt for Secretary.

- **Jon Baker moved to approve the slate of officers for 2011.**

**Hraztan Zeitlian seconded the motion.**

**The motion passed 8-0.**

Mr. Merino was concerned that two of the nominated Board members were serving in their one-year grace period and, if not reappointed, what the process is in order to fill the vacated officer positions after July 1, 2011. Mr. McCauley indicated that there is a provision in the Board Member Administrative Procedure Manual stipulating that the vice-president moves into the president's position, should it be vacated, and the Board would then hold another election to fill other vacant officer positions. Mr. Gutierrez stated that there is a larger issue than just filling vacated officer positions in the event that the 2011 officers in their one-year grace period are not reappointed, and that is the quorum issue. Mr. McCauley said that with the retirement of Mr. Guidi from the Board, establishing a quorum for meetings becomes an issue and he informed DCA and the Appointments Office of this problem. Ms. Cochlan suggested that if the reappointments do not occur prior to the March 2011 meeting, another Nominations Committee could be appointed to have a new list of

officer nominees available for the June 2011 meeting to fulfill the vacated officer positions as of July 1, 2011.

**I. SELECT THE 2010 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARD RECIPIENTS**

Mr. McCauley stated that this award is given by the Board to recognize the dedicated volunteers who have helped with the examination or have served on committees and is named after the first Board president. The Board reviewed each of this year's recommendations and agreed that the following individuals should be awarded for 2010: Wayne Holton, Arlee Monson, and John Petrucelli.

- **Sheran Voigt moved to approve all of the nominees for the 2010 Octavius Morgan Distinguished Service Award.**

**Hraztan Zeitlian seconded the motion.**

**The motion passed 7-0 (Jeffrey Heller not present at time of vote).**

Ms. Lyon stated that in past years when there were multiple candidates for the award, the Board members were given their biographies prior to the meeting when the vote occurs. Ms. Mayer explained that the reason why the biographies of the award nominees were not in the meeting packet is because the Board announces the individual(s) selected for the award at a planned event. She continued that the president contacts the recipient(s) and presents the award to them at a ceremony, meeting, or other appropriate occasion, so if an individual previously knew that they had been nominated, but not selected for the award, it could place the Board in an awkward position.

**J. REPORT ON NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**

Mr. Baker reported that NCARB conducted its Strategic Planning with the Member Board Executives/Member Board Chairs (MBE/MBCh), which they are utilizing to realign many of the practices at the national level, which should be completed by June 2011. He continued that many issues that are occurring at the national level will produce policy and procedures that will influence what processes are utilized in California and how California relates to other states. He stated that the Board's inability to participate due to the restrictions on out-of-state travel (OST) put the state at a significant disadvantage on policy issues. He explained that part of the problem is that California is a large state and many of the policies that exist here are in conflict with policies in other states and without participation in the discussions at the national level to align the policies, California will have a distinct disadvantage on policy decisions. He continued that California has many issues that need to be communicated on a national level so that other jurisdictions are aware of the reasoning behind the state's policies and procedures.

Mr. Baker reported that NCARB is continuing to address the continuing education (CE) alignment issue and that it will be an extensive, ongoing project due to individual states' specific CE requirements across the country. He said that the project of aligning all of the CE requirements will be a complex, monumental task to make it more conducive for architects licensed in many states to record and track all of the CE requirements for multiple jurisdictions.

Mr. Zeitlian asked whether the CE requirements that are accepted for licensure in California would be accepted nationwide. Mr. Baker indicated that in many states, the CE requirements are similar and some jurisdictions will accept the CE requirements from one state to qualify in another. He continued that some states, like California and Florida, have specific single subject CE requirements and that NCARB is reviewing the number, type, and specialties of CE that are required for licensure in each state. He added that NCARB and The American Institute of Architects (AIA) have been discussing the issue and are trying to determine the best method for the issuance of CE credit. He also stated that the two organizations are working on methods to record, track, and monitor CE units earned by the licensees nationwide.

Mr. Baker reported that NCARB is currently accepting nominations for the public member seat on the national board to fill the vacated seat. He also stated that there will be a vacancy in June 2011 in the Chief Executive Officer position at NCARB and currently, there is an active search committee reviewing candidates for that position. Ms. Lyon asked whether the public member position on the national board would be filled by someone in the western United States. Mr. Baker indicated that NCARB issued several invitations for board nominations, but is not sure of the extent to which the invitations were distributed.

Mr. Baker reported that the WCARB regional meeting would be March 24-25, 2011 in Cleveland, Ohio and the NCARB annual meeting would be in Washington, D.C. Mr. Merino asked whether the restrictions on OST are a policy or legislative restriction and whether there was any remedy to obtain approval of the Board's OST requests because non-participation in the national meetings can be detrimental to the Board. Mr. McCauley indicated that the OST restriction is a budget policy of the Administration and could be noted to the Legislature during the Sunset Review process; however, the Governor has the final authority on how the Board and other state entities' resources are allocated. He continued that the OST restrictions are not only the Board's issue, but many of the other boards under DCA have the same concerns. Ms. Kirchmeyer explained the OST process whereby in March of each year, the Board submits a list of OST trips with full justifications and their priority to DCA, where it is reviewed and either approved, denied, or modified by DCA and the State and Consumer Services Agency prior to going to the Governor's Office. She added that the Governor's Office has the final approval of all OST.

Mr. Merino asked whether the OST policy restricts travel if the event's organizing body covers the cost. Mr. Baker indicated that the results of his inquiries on the OST issue is that even if an organizing body pays the travel cost, there is a liability issue when the individual travels on behalf of the state. Mr. Chang explained that there is a statute which specifically states if there is a representative traveling out of state on behalf of the state, that individual is required to have specific authorization for the travel, as the individual is an employee of the state and workers compensation issues are present if something were to happen to that person. Both Mr. McCauley and Ms. Kirchmeyer suggested the Board wait until the new administration is in place to see what the OST policy will be prior to the Board taking any action on the issue. Mr. Baker suggested placing this issue on the March meeting agenda.

Mr. Baker also reported that the Board previously requested information from the MBE/MBC about the composition of the national board and how it is created. He explained that there are regional elections and those individuals elected represent their particular region on the national board. He

indicated that there was an issue which arose from the national board regarding being divided into six regions. He explained that having a single representative from each region eliminated the opportunity for higher, more qualified individuals to represent the same region and to establish a stronger board. He reported that the MBE/MBC strongly supported the regional format of representation and encouraged NCARB to continue it rather than changing to a qualification based format for representation. He also said that NCARB is reevaluating all of its practices and how they can be done in context with the input of the member boards.

Mr. McCauley reported that NCARB has improved the collaborative efforts with the member boards, but suggested that NCARB allow 60 – 90 days for a response from member boards on important policy issues rather than the first 30 – 45 days. He explained that the Board requires more time to act on policy issues because it is required to have input from the public, all of its board members, and other interested stakeholders. Mr. Baker said that the topic was discussed at the last MBE/MBC meeting with many of the other boards concerned with the same issue. He indicated that he would check on NCARB's policy for responses from member boards and would contact Mr. McCauley with his findings on the issue.

Mr. McCauley asked if there was a way to permit the Board's subject matter experts (SME) to participate with examination item writing for the ARE. Mr. Baker indicated that the ARE item writing expert selection is handled by the NCARB committee appointment process and to inform him of any SMEs that are interested so that he can begin to lobby the committee on their behalf.

#### K. UPDATE ON OCTOBER 13, 2010 COMMUNICATIONS COMMITTEE MEETING

Ms. Voigt reported that the Communications Committee did not have a quorum at its October 13, 2010 meeting, so no voting occurred and some items need to be voted upon at the next meeting. She reported that the following items were reviewed and discussed: 1) articles for the next newsletter; 2) Strategic Plan objective to expand the consumer content on the Board's Web site; 3) Strategic Plan objective to formulate a communications strategy on the value of licensure; 4) Strategic Plan objective to expand the Board's School and Student Outreach Programs; and 5) Strategic Plan objective to use Web-based media and the Board's newsletter to communicate key messages. She said that the Committee chose a few of the recommendations that could be realistically completed within the time allotted in the Strategic Plan. She reported that the articles and features for the next Board newsletter were selected and formatted and should be completed and placed on the Board's Web site soon. She continued that the Committee reviewed an article titled, "The Advantage of Being a Licensed Architect," written by R.K. Stewart, to determine whether the points in the article were still relevant. She said that a revision of the article was necessary to update it to current market trends.

#### L. EXAMINATION COMMITTEE REPORT

Ms. Lyon reported that the Examination Committee met on September 20, 2010, where it approved the summary report (prior meeting minutes), reviewed the candidate exit survey results, received a staff update on the CSE development, and reviewed an example of the CSE Handbook. She reported that 2010 had been a very busy year with the conversion of the CSE from the oral format to a computer-based, multiple-choice exam and that the last administration of the oral format was given

on November 15-16, 2010 in Burlingame, California. She said at this exam administration, the Board President and Executive Officer (EO) presented certificates of appreciation from the Board and certificates of recognition from the Governor to all of the exam commissioners, who worked diligently over the years on the CSE.

Ms. Lyon reported that the CSE Handbook outlined the exam procedures for the candidate to follow in order to take the exam. She said that the CSE candidate will no longer have to wait for months to take the exam and would be available at 13 different testing sites throughout the state and ten additional sites outside of California. She continued that a candidate would be able to schedule an appointment to take the exam during regular test center hours Monday through Friday and some locations on Saturday. She reported that there were some issues brought up about the exam conversion, but the Committee addressed the concerns with a letter to Carol Tink-Fox.

Mr. McCauley explained that Ms. Tink-Fox, who is a longtime member of the Examination Committee, had some observations for the CSE based upon her prior work on the Committee and submitted some recommendations to the Board for the exam process. He continued that a meeting was conducted with the exam vendor and psychometricians to compare the exam process with the recommendations from Ms. Tink-Fox. He reported that a letter was sent to Ms. Tink-Fox which explained the Board's position in regard to the CSE, offered an in-depth explanation and rationale to each of her concerns over the exam development process, and thanked her for her dedication to the Examination Committee and work on the CSE.

M. REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, SECTIONS 109, FILING OF APPLICATIONS, AND 121, FORM OF EXAMINATIONS; RECIPROCITY [AS IT RELATES TO INTERN DEVELOPMENT PROGRAM (IDP) SUNSET DATE]

Justin Sotelo provided an explanation as to why this proposal is needed. He stated that the regulatory sunset provision is out of alignment with the statutory sunset provision and this proposal would eliminate language from the regulation, as it has been the Board's practice to utilize the Sunset provision that is in statute. Mr. Chang indicated that it would be appropriate for a motion to authorize Board staff to move forward with the proposal as stated, and to delegate authority to the executive officer to adopt the regulation, provided no adverse comments are received during the public comment period. Ms. Voigt asked whether the Board is late in acting upon this issue. Mr. Chang indicated that the proposed changes to the regulations would align it with the language that is stated in the statute. Mr. McCauley added that during the Sunset Review process, the Board would also request to have the statutory sunset provision removed.

- **Sheran Voigt moved to approve the proposed regulations to amend CCR, Title 16, sections 109, Filing of Applications, and 121, Form of Examinations; Reciprocity [as it relates to Intern Development Program (IDP) Sunset Date] and delegate authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period and make minor, technical changes to the language, if needed.**

**Marilyn Lyon seconded the motion.**

**The motion passed 8-0.**

N. REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CCR, TITLE 16, SECTIONS 109, FILING OF APPLICATIONS, 117, EXPERIENCE EVALUATION, AND 121, FORM OF EXAMINATIONS; RECIPROCITY (AS IT RELATES TO IDP GUIDELINES AND IDP ENTRY POINT)

Mr. Sotelo stated that this proposal pertains to how the NCARB IDP Guidelines are referenced in the regulations. He explained that within the last two years, NCARB has released five updates to the Guidelines, including the phased implementation of IDP 2.0. He continued that Board staff is recommending the proposed amendments to update, clarify, and provide consistency with how the intern development programs and applicable guidelines are referenced in the Board's regulations. He indicated that NCARB and the Board, through its regulations, require the completion of IDP and that the Board should update its regulations with the latest version of the NCARB IDP Guidelines (which is currently the October 2010 edition). He said that over the past two years, it has been difficult to correlate any changes in the Guidelines into the Board's regulations because the changes were occurring too frequently and it takes months to amend a regulation. He stated that the Board does not anticipate any immediate modifications to the Guidelines and requested to amend the regulations to reflect the latest edition.

Mr. Baker inquired as to how long it takes for a regulation to be amended and because the Professional Qualifications Committee (PQC) is having a meeting in January 2011 about the Comprehensive Intern Development Program (CIDP), whether the amendments to the regulations have any relevance after the PQC meeting. Mr. McCauley indicated that the amendments to the regulations may have relevance, depending upon what the PQC and the Board decides upon. Mr. Chang indicated that it takes nine to twelve months for a regulation to be amended and once the process is started, modifications can be made before the amended regulations are submitted to the Office of Administrative Law based upon what is decided by the PQC and the Board. But, he emphasized the importance of getting the process started and that if there are guideline changes during the process, the Board has time to modify the regulation prior to its finalization. He explained that there is up to one year from the regulation's publication date to make modifications and if there are any to be made, a 15-day notice could be utilized to inform the interested stakeholders of any changes that occur during the regulation amendment process. Ms. Mayer clarified that if there are any edits that need to be made during the process, it would be related to CIDP rather than the IDP Guidelines.

- **Michael Merino moved to approve proposed regulations to amend CCR, Title 16, sections 109, Filings of Applications, 117, Experience Evaluations, and 121, Form of Examinations; Reciprocity (as it relates to IDP Guidelines and IDP Entry Point) and to delegate authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period and make minor, technical changes to the language, if needed.**

**Sheran Voigt seconded the motion.**

**The motion passed 8-0.**

O. DISCUSS AND POSSIBLE ACTION REGARDING THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL ACADEMY OF EMERGING PROFESSIONALS' PROPOSAL – CALIFORNIA ARCHITECTS LICENSURE CONFERENCE

Mr. McCauley indicated that the Board has been interested in architectural education for the past ten years and one area that had been missing from the conferences was input from the students and candidates for licensure. He said that prior to the last Examination Committee meeting, there were conversations with the AIACC's Emerging Professionals representative about a conference to discuss licensing issues.

Haley Gipe, IDP State Coordinator, advised she is arranging a state conference with all of the leadership representatives [i.e., schools, universities, community colleges, AIACC chapters, and IDP coordinators at the National Architectural Accrediting Board (NAAB) accredited programs] to ensure that all of the interested stakeholders share common goals, have the most updated IDP information, and have current outreach resources. She indicated that the idea is to focus not only on licensure, but the architectural education process as well. She explained that because there are multiple pathways to obtain a license in California, the emphasis for the conference is to educate students on the architecture profession. She stated that the idea of the conference is to gather all of the stakeholders to brainstorm new ideas and create new processes to improve the profession because she believed the current architectural licensing education system is not working as well as it could be. She proposed that the Board support (non-monetarily) and participate in the conference in a three-pronged, co-sponsored approach for the attendees. She indicated that the three parties to co-sponsor the conference could be the AIACC to represent architects, the Association of Collegiate Schools of Architecture to represent schools and deans, and the Board to represent the regulatory body. She said the committee would begin the planning of the conference in January 2011 and found dates for the event in April 2011 that would not conflict with school schedules. She asked if a Board member could be a part of the planning committee because there is an interest in having the Board involved with the planning process.

Ms. Cochlan asked for a motion as to whether the Board should support the proposal and the Board's involvement in the conference and then the Board could determine which member to appoint to participate. Mr. Merino indicated that he would support the proposal based upon what he heard from Ms. Gipe; however, the request is for the Board to support an issue where the goals and objectives have not been clearly detailed or established. He continued that on principle, the Board could support the conference, but the Board's full endorsement should not be given until concrete goals and objectives are presented to the Board for review and approval. Ms. Gipe agreed and indicated that the planning committee will be charged with the conference goals and objectives and when finalized, they can be presented to the Board. She indicated that this is the reason why she requested a Board member to be a part of the planning committee. Mr. Merino suggested a two-step approval where the first step would be the Board committing to support the conference effort in principle, and then an actual Board endorsement occurs after the goals and objectives are finalized.

Mr. Heller suggested that the issues that are presented in the Board's Educator/Practitioners Conferences could be integrated into the AIACC's event in order to contact and inform more individuals about the profession. He stated that the purpose of the Board's conference is to discuss various topics with schools including the integration of education and professional practice.



Mr. McCauley said that when he first communicated with Ms. Gipe about the conference, the focus was solely on licensure. However, he continued that if other issues are incorporated into the conference such as practice-based education or other topics from the Board's Educator/Practitioners Conferences, it can add value to the conference, but could possibly be too many issues to cover in a single event. Mr. Merino stated that when the conference idea was conceived, Ms. Gipe was probably focused as to what her objectives were, but if all of the other topics and issues from AIACC, the Board, and possibly others are incorporated into the event, the goals and objectives of the conference may not be as clear. Ms. Gipe acknowledged that the conference idea was originally focused on licensure, but was expanded to include architectural education once AIACC began to participate in the discussions. She spoke of the importance of many representatives from numerous interested stakeholders (i.e., the Board, AIACC, NAAB, licensees, community colleges, and students) to be a part of the conference planning committee so that the goals and objectives of the conference are concrete and relevant.

Mr. Baker stated that the integration and discussion between the profession and educational area could only enhance the profession. He indicated that NCARB had attempted to communicate with NAAB and locally, there had been conferences in California where attempts were made to communicate between the two groups with little success. He explained that the culture in education is vastly different than those in the profession and the individuals who suffer because of the differences are the students. He believed that it is very important to open the dialog between the profession and education community to get the two groups in better alignment.

Ms. Gipe indicated that the goal of her plan is to have a single, statewide conference in April 2011 in Sacramento. She selected this site for its close proximity to the Board and AIACC in order for them to participate in the conference.

- **Michael Merino moved to support the concept of the conference and have Jon Baker volunteer to participate in the conference planning committee, but have AIACC return with a proposal indicating the conferences goals and objectives for the Board's final approval and endorsement.**

**Marilyn Lyon seconded the motion.**

**The motion passed 8-0.**

P. ENFORCEMENT PROGRAM

Architect Consultant Robert Carter gave a presentation on possible types of violations identified in the Architects Practice Act. He discussed the statutory grounds for administrative and disciplinary actions taken against licensees and unlicensed individuals. He reviewed and explained multiple sections of the Act and offered examples of how each section is applied and enforced.

Mr. Baker inquired as to whether unlicensed individuals working in the exempt area of practice are required to have a contract with the consumer in order to provide services. Mr. Chang indicated that if the individual is working in the exempt area of practice, they are not required to have a contract before rendering services. He explained that within the Act, only a licensed architect is required to

have a contract in place prior to rendering services. Mr. Carter stated that the building designer organizations encourage the use of a contract and if the individual is a legitimate business person, they will have a contract in place prior to rendering their services.

Ms. D'Angelo Fellmeth inquired about the statutory gag clause. She stated that many consumers are unaware of the existence of regulatory boards and believe the only remedy against a licensee is a civil lawsuit. She continued that the consumer sues the licensee and the licensee agrees to settle the case monetarily, however, included in the civil settlement agreement, the complainant agrees to not file a complaint with the regulatory board or withdraw a pending complaint or, if the board comes to them for further information about the complaint (i.e., plans, specifications, cancelled checks, etc.), not to cooperate with them. She stated that if this occurs, it hinders the board's knowledge of the licensee's misconduct and the board cannot take appropriate disciplinary action. She inquired as to whether the Board had any issues with this type of practice. Mr. Carter responded by indicating that the Board does not have an issue with this problem because there is a provision in the Act [§5588(a)] that licensees are required to report to the Board any settlement, judgment, or arbitration award within 30 days of the decision. Ms. D'Angelo Fellmeth asked whether there was any penalty for failure to report the settlement or award within the 30 days. Mr. Carter indicated that there is a penalty, as the licensee could be cited for not filing the report and the Board could also investigate the circumstances of the settlement, judgment, or arbitration award to determine whether there was a violation of the Act. He continued that if a violation is identified, the Board can proceed to an enforcement or disciplinary action.

Ms. D'Angelo Fellmeth said that in other professions (i.e., doctors, lawyers, psychologists, etc.) there is a privilege of confidentiality and inquired whether architects had the same privilege as other professions to preclude the Board from addressing a case. Mr. Chang explained that in the instance where there has been some type of settlement, the Board has a reporting provision and authority to investigate a complaint even with the gag clause in place from the settlement.

Ms. D'Angelo Fellmeth stated that many boards are adopting regulations making it unprofessional conduct to use a regulatory gag clause in a civil lawsuit settlement. She strongly suggested that if this issue appeared before the Board, it should pursue a ban on the use of the gag clause in civil lawsuit settlements.

Ms. Johnson provided an update on the status of enforcement complaint cases. She reported that prior to fiscal year (FY) 2008-09, the typical number of pending enforcement cases was over 300 and that it had been above that number for quite some time. She said in FY 2009-10, 273 complaint cases were opened and 363 cases were closed, leaving the pending caseload at 153 cases. She stated that the enforcement program reduced the number of pending cases to its lowest level in five years by implementing a number of reforms that streamlined the complaint process. She explained that cases referred to the Deputy Attorney General (DAG) or Division of Investigation (DOI) can remain pending at those offices for extended periods, which may cause the case aging statistics to be skewed and not reflect accurate caseload data. Mr. McCauley indicated that DOI has improved with investigating cases and currently has no cases over a year old. Ms. Johnson agreed that DOI had improved their case procedures and that the Board recently referred several cases to them that normally would not have been sent due to DOI's prior backlog.

Ms. Johnson explained the pending caseload graph that was in the meeting packet. Mr. Merino requested additional data at the next meeting which shows the number of resolved cases versus the number of pending cases. Mr. McCauley inquired as to the frequency the Board preferred to have the pending caseload statistics reported. Mr. Merino indicated that the caseload statistics could be reported on a quarterly basis at each Board meeting, as cases are processed and closed between meetings. He indicated that all the Board needed to review is the number of cases that were resolved quarterly.

Ms. D'Angelo Fellmeth suggested that the Board not only count the number of cases received and resolved, but also review the case aging timelines of the pending cases. She said that the Board should look at the amount of time a case is processed or investigated in-house before being sent to DOI for investigation; the amount of time DOI takes to investigate a case to closure or referred to the DAG; the length of time for the DAG to file an accusation or settle the case; and any other necessary steps to process a case. She said this could all be done by case aging averages, knowing that a single long-term case can somewhat skew the data. Mr. McCauley indicated that both types (i.e., pending caseload and case aging) of data will be prepared for the next meeting. Ms. Johnson stated that DCA had begun to collect this type of enforcement data and the Board could use some of it for its meeting caseload report. Ms. D'Angelo Fellmeth said that since DCA is now collecting the case data, it could be reported to the Board so that staff can detect backlogs and delays and work to address them.

Q. LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

Trish Rodriguez reported that LATC has been going through examination development for the CSE and the Office of Professional Examination Services had conducted three of five workshops. She said that the SMEs are a well-rounded group of landscape architects who have been working on the test plan, review of the exam items, and item writing. She reported that the final exam development workshop will be conducted in March 2011.

She also reported that the LATC recently conducted an outreach session at the University of California, Berkeley Extension Certificate Program in Landscape Architecture and will expand in 2011 to include community colleges that offer a landscape architect program.

Mr. McCauley indicated that there was a public comment from the Association of Professional Landscape Designers (APLD) where there is interest in realigning the exempt area of practice. He stated that this issue was addressed at the last Sunset Review process, but a number of consumer complaints were received by the Board from one individual and a couple of issues have arisen that the Board and APLD will work through and clarify. He continued that ongoing dialog will occur between the Board and APLD and a means will be developed to review the exempt area of practice again.

Ms. Rodriguez advised that at the November 22, 2010 LATC meeting, the members reviewed and approved proposed changes to the regulations that affect the requirements for an approved extension certificate program (CCR, section 2620.5, Requirements for an Approved Extension Certificate Program). She indicated that the reason for the changes is due in part from recommendations after the last review where it was difficult to approve the programs in accordance with how the current standards are written. She continued that the Landscape Architectural Accreditation Board (LAAB)

had recently updated their standards for accreditation and with the next five-year review of the UC Extension Certificate Programs occurring, it was necessary to amend the current regulation. She reviewed some of the specific changes in the proposed regulation language with the Board and requested approval of the proposal.

Ms. Landregan noted a change in the proposal that LAAB does not cover public policy and regulation and believed that the issue is an important distinction because LATC is regulating and accrediting this program separate from LAAB.

- **Michael Merino moved to approve proposed regulations to amend CCR, Title 16, section 2620.5, Requirements for an Approved Extension Certificate Program and delegate authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period and make minor, technical changes to the language, if needed.**

**Sheran Voigt seconded the motion.**

**The motion passed 8-0.**

R. ADJOURNMENT

The meeting adjourned at 3:25 p.m.

S. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

President Cochlan called the Strategic Planning Session to order on December 16, 2010 at 8:40 a.m. Secretary Lyon called the roll.

Board Members Present

Jon Alan Baker  
Iris Cochlan  
Pasqual Gutierrez  
Jeffrey Heller  
Marilyn Lyon  
Michael Merino  
Sheran Voigt  
Hraztan Zeitlian

Guests Present

Daniel Iacofano, Moore Iacofano Goltsman, Inc. (MIG)  
Stephanie Landregan, Chair, LATC  
David Taylor, Jr., LATC  
Jon Wreschinsky, CCASLA

Staff Present

Doug McCauley, Executive Officer

Vickie Mayer, Assistant Executive Officer  
Trish Rodriguez, LATC Program Manager  
Justin Sotelo, Program Manager, Examination/Licensing Unit  
Hattie Johnson, Enforcement Officer  
Anthony Lum, Administration Analyst  
Bob Carter, Architect Consultant  
Don Chang, Legal Counsel, DCA

Six members of the Board present constitute a quorum. There being eight present, a quorum was established.

T. PUBLIC COMMENT SESSION

There were no public comments.

U. STRATEGIC PLANNING SESSION

Ms. Cochlan turned the meeting over to Daniel Iacofano of MIG, who facilitated the Board's strategic planning session. The Board reviewed the accomplishments in 2010 and key trends in the profession. Mr. McCauley reported that the notable accomplishments for 2010 included the: 1) completion of the 2010 Sunset Review Report and subsequent submission to the Legislature; 2) completion of the ARE contract with NCARB; 3) transition of the CSE from an oral to a computer-based multiple-choice format to be implemented in February 2011; 4) improvement in the Board's Enforcement Unit to address the pending complaint caseload; 5) approval of fee regulations to be effective January 1, 2011; and 6) completion of multiple budget mandates throughout the year in response to requests from DCA, the Department of Finance, and the Administration. Ms. Voigt stated that another accomplishment in 2010 was the posting of the newsletter on the Board's Web site for the first time. Mr. Gutierrez indicated that he and Denis Henmi were appointed to the NCARB IDP Committee in 2010 to heighten California's viewpoint with NCARB. Mr. McCauley reported that the relations between the Board and LATC have continued to provide value via better communications, sharing of best practices, and collaboration efforts between both programs on important issues. Ms. Lyon indicated that there is also improvement in the relationship and communication between the Board and AIACC's Academy of Emerging Professionals, as demonstrated by the Board's support at their upcoming conference.

Mr. Iacofano reported on the issues raised by key stakeholders during the interviews conducted in preparation for the session. He then assisted the Board as they identified and established goals for the upcoming year(s). The Board: 1) reviewed and updated the six goal areas of the Strategic Plan (Professional Qualifications, Practice Standards, Enforcement, Public and Professional Awareness, Organizational Relationships, and Organizational Effectiveness and Customer Service); 2) identified several objectives to meet these goals; and 3) established target dates for completion.

MIG will revise the Strategic Plan with the changes made during this session, and the Board will meet in March 2011 to finalize the plan.

V. REVIEW OF TENTATIVE SCHEDULE

The Board selected the following dates in 2011 for Board meetings:

- March 17, 2011
- June 16, 2011
- September 15, 2011
- December 7-8, 2011

W. ADJOURNMENT

The meeting adjourned at 2:00 p.m.



## **Agenda Item H**

### **EXECUTIVE OFFICER'S REPORT**

1. Update on February 2011 Monthly Report.
2. Update on Sunset Review.
3. Discuss and Possible Action on Legislation: Senate Bill 543
4. Discuss and possible action on implementation and responsibilities of the Board's Liaison Program.



# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.  
GOVERNOR

## MEMORANDUM

DATE: March 1, 2011  
TO: CAB Staff  
FROM: Doug McCauley, Executive Officer  
SUBJECT: Monthly Report - February 2011

The following information is provided as an overview of Board activities and projects as of February 28, 2011.

### ADMINISTRATIVE/MANAGEMENT

Board The meetings scheduled for 2011 are: March 17, 2011 at California State Polytechnic University, Pomona, June 16, 2011 at the University of Southern California, September 15, 2011 in Sacramento, and December 7-8, 2011 in San Diego. The December meeting will include a strategic planning session to update the Board's Strategic Plan for 2012.

Budget On January 31, 2011, the Assembly Budget Subcommittee #4 approved the Board's budget and on February 7, 2011, the Senate Budget Subcommittee #4 also approved the Board's budget.

On February 18, 2011, Governor Brown directed all State agencies and departments to cease ordering outreach giveaway materials in addition to last month's directive to reduce the number of issued cell phones and vehicles to state employees in order to reduce State government costs.

Newsletter Board staff is currently developing the next newsletter that is expected to be published in April 2011.

Personnel On February 15, 2011, Governor Brown prohibited all State agencies and departments from filling vacant positions unless an exemption was granted by his office.

2420 DEL PASO ROAD,  
SUITE 105  
SACRAMENTO,  
CA 95834

916-574-7220 T  
916-575-7283 F

[cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
[www.cab.ca.gov](http://www.cab.ca.gov)

Roshni Patel, who currently is a Continuing Education Technician, accepted a Personnel Analyst position in the Department of Consumer Affairs' (DCA) Human Resources Office. Her last day at the Board will be March 18, 2011. Melanie Otsuji, the Board's current Executive Administrative Assistant, has accepted a Staff Services Analyst position at the Bureau for Private



Postsecondary Education. Her last day at the Board will also be March 18, 2011. The necessary paperwork is being prepared to recruit and fill both Ms. Patel and Otsuji's positions.

Strategic Plan The Board's strategic planning session was held on December 15-16, 2010 in San Diego in conjunction with the Board's regular meeting. Daniel Iacofano of Moore Iacofano Goltsman, Inc. facilitated the session. Mr. Iacofano updated the plan based on the Board's objectives. The draft plan will be submitted to the Board for final approval at its March 17, 2011 meeting.

Sunset Review The final Sunset Review Report was submitted to the Senate Business and Professions Committee on September 30, 2010. The initial legislative sunset hearing for the Board was scheduled for November 10, 2010; however, it was rescheduled for March 21, 2011.

Training The following employees have been scheduled for upcoming training:

2/28 – 3/1/11      How to Monitor Probation (Sonja)  
 3/14-18/11        Enforcement Academy (Peter and Matthew)  
 3/29/11            Completed Staff Work (Peter)  
 4/14/11            Completed Staff Work (Tim)

Web Site The following changes were made to the Board's Web site during the month of February:

- Posted the Notice of Meeting for the February 28, 2011 Professional Qualifications Committee meeting
- Posted the Notice of Meeting for the March 2, 2011 Communications Committee meeting

Architect Registration Examination (ARE) ARE passing rates for divisions taken between October 1, 2010 and December 31, 2010 are shown below.

DIVISION	NUMBER OF CANDIDATES	TOTAL PASSED		TOTAL FAILED	
		# Cand	% Passed	# Cand	% Failed
Programming, Planning & Practice	186	98	53%	88	47%
Site Planning & Design	150	105	70%	45	30%
Building Design & Construction Systems	141	83	59%	58	41%
Structural Systems	169	99	59%	70	41%
Building Systems	190	114	60%	76	40%
Construction Documents & Services	196	128	65%	68	35%
Schematic Design	160	102	64%	58	36%

ARE passing rates for divisions taken between January 1, 2010 and December 31, 2010 are shown below.

DIVISION	NUMBER OF CANDIDATES	TOTAL PASSED		TOTAL FAILED	
		# Cand	% Passed	# Cand	% Failed
Programming, Planning & Practice	807	412	51%	395	49%
Site Planning & Design	617	426	69%	191	31%
Building Design & Construction Systems	616	323	52%	293	48%
Structural Systems	666	413	62%	253	38%
Building Systems	686	365	53%	321	47%
Construction Documents & Services	939	485	52%	454	48%
Schematic Design	856	572	67%	284	33%

### EXAMINATION AND LICENSING PROGRAMS

California Supplemental Examination (CSE) Administration The new computer-delivered, multiple-choice format of the CSE was launched in early February 2011. The CSE is now administered at 13 PSI sites in California and 10 nationwide.

CSE Development In March 2010, OPES began its examination development services for the Board for the new computer-delivered, multiple-choice format of the CSE. The first cycle of development was completed in August 2010. The next cycle of examination development resumed in late February 2011 and will continue through June 2011. Another development cycle will take place in the Fall of 2011.

Comprehensive Intern Development Program (CIDP) Since the implementation of the CIDP/IDP requirement for California licensure, the Board, through the work of the CIDP/IDP Correlation Task Force and the Professional Qualifications Committee (PQC), has examined updates to IDP in comparison to the CIDP requirement. At its May 22, 2009 meeting, the PQC made a recommendation that CIDP should remain in its current format, but that an alignment document be created for candidate clarity that cross-linked the CIDP skills and application activities and the evidence required with the revised or new IDP skills and application activities. At the September 17, 2009, Board meeting, the Board approved the PQC's recommendation. In light of the recent improvements to IDP, the Board discussed the future of CIDP at its September 15, 2010, meeting. It was determined that this issue should be re-evaluated by the PQC, that a closer comparison between IDP 2.0 and CIDP be conducted, and that a new recommendation be presented to the Board. The PQC met on February 28, 2011 where it re-evaluated this issue. The PQC's recommendation will be presented to the Board at its March meeting.

Examination Committee The next Examination Committee meeting has not been scheduled at this time.

Job Creation Statistics DCA, under the direction of the State and Consumer Services Agency (Agency) and the Governor's Office, created the Job-Creation Unit (JCU) in early 2010 as part of the Jobs Creation Initiative. The function of the JCU is to collect application processing statistics related to operational performance and submit that data to both Agency and the Governor's Office on a monthly basis. Staff has coordinated with the JCU to define the Board's business processes and establish the data collection criteria. Staff will be, over the next several months, reviewing the data for accuracy and refining the data collection criteria as necessary.

Outreach *The American Institute of Architects, California Council (AIACC) and Academy for Emerging Professionals (AEP)* - On September 20, 2010, Doug McCauley, Vickie Mayer, and Justin Sotelo met with representatives from AEP. The purpose of the meeting was to share information regarding future program changes and to discuss having regular meetings to address intern matters. Also discussed was a proposed 2011 California Architects Licensure Conference. The intent of the event was to focus on those emerging professionals in the process of pursuing licensure in an effort to communicate licensure information and establish a licensure support network. Since that time, the conference proposal was expanded to a more comprehensive topic of "education through licensure" (now referred to as the 2011 Architectural Education Summit). The summit will be organized and promoted by AIACC and AEP. Both groups requested that the Board co-partner the summit with them in order to have participation from the architects' regulatory body. The summit may potentially become an annual event.

At the Board's December meeting, a representative from AEP provided more information regarding the summit and asked for a Board member to participate in the initial planning for the summit; Jon Baker agreed to participate. AEP held their first planning meeting on January 27, 2011. Due to scheduling, Jeffrey Heller attended on Mr. Baker's behalf. On February 28, 2011, the PQC was provided with an update on the summit by AIACC President Anne Laird-Blanton. The Board will be provided with another update on the summit at its March 17, 2011 meeting. Once the conference goals and objectives are finalized, they will be presented to the Board for endorsement.

Additionally, another regular meeting with AIACC and the Board to discuss general program and intern matters was held on February 10, 2011.

Professional Qualifications Committee (PQC) The PQC met on February 28, 2011 in Ontario. At the meeting, the Committee conducted the following business: 1) received a presentation on National Council of Architectural Registration Boards' (NCARB) IDP 2.0; 2) discussed and took action regarding CIDP; 3) reviewed and approved the May 22, 2009 summary report; 4) received an update on the AIACC's AEP 2011 Architectural Education Summit; 5) received an update on the CSE; 6) received an update on California's continuing education requirement; and 7) received an update on NCARB actions with regard to continuing education. The next PQC meeting has not been scheduled at this time.

Regulation Changes *California Code of Regulations (CCR) section 117(c)(2), Experience Evaluation* – The National Council of Architectural Registration Boards (NCARB) is in the process of implementing IDP 2.0. Part of this transition includes an enhanced role of the ability of a supervisor to sign off on an intern’s experience evaluation. What IDP 2.0 allows is the ability for supervisors to sign an experience evaluation form for an intern on experience gained from an out of state project even if the firm does not have an office located in the jurisdiction where the work took place. This brings the role of the supervisor to a more modern role, where distance communication, such as emails and video conferencing, is possible and used frequently.

An amendment to CCR section 117(c)(2) is needed to align the program requirements with the national standard for intern experience evaluation as well as reflecting current architectural practice. Following is a chronology, to date, of the processing of the Board’s regulatory proposal for CCR section 117(c)(2):

December 9, 2009	Preliminary approval by the Board
March 18, 2010	Final approval by the Board
April 16, 2010	Notice of the Proposed Changes in the Regulations published by Office of Administrative Law (OAL)
April 27, 2010	Regulation package to DCA Division of Legislative and Policy Review
April 30, 2010	Regulation package to DCA Budget Office
June 2, 2010	Public hearing, no public comments received at hearing
November 2, 2010	Final rulemaking file to DCA Legal Office
December 2, 2010	Regulation package to Agency
January 25, 2011	Agency approved the regulation package
January 31, 2011	Regulation package to OAL

*CCR section 124, California Supplemental Examination* – Currently, regulations specify that the CSE is required to be in an oral format. The Board recently conducted a format study of the CSE, and as a result, the Board voted to transition the CSE to a written, computer-based examination. The proposed regulatory change would address the format change as well as detail the method of applying for and reapplying for the CSE. Following is a chronology, to date, of the processing of the Board’s regulatory proposal for CCR section 124:

December 9, 2009	Preliminary approval by the Board
March 18, 2010	Final approval by the Board
August 27, 2010	Notice of the Proposed Changes in the Regulations published by OAL
August 30, 2010	Regulation package to DCA Division of Legislative and Policy Review
September 7, 2010	Regulation package to DCA Budget Office
October 12, 2010	Public hearing, no public comments received at hearing
January 28, 2011	Final rulemaking file to DCA Legal Office
February 24, 2011	Regulation Package to Agency

*CCR sections 109, Filing of Applications and 121, Form of Examinations; Reciprocity* – Currently, the regulations specify a sunset provision for NCARB’s IDP, Canada’s Internship in Architecture (IAP) and the Board’s CIDP that is not in alignment with the sunset provision provided in section 5552.5 of the Business and Professions Code. The proposal would strike the

provision language from the regulation, as a sunset provision is provided in the statute. Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 109 and 121:

December 15, 2010	Approval by the Board
January 7, 2011	Notice of Proposed Changes in the Regulations published by OAL
January 11, 2011	Regulation package to DCA Division of Legislative and Policy Review
January 24, 2011	Regulation package to DCA Budget Office
February 22, 2011	Public hearing, no public comments received at hearing

*CCR sections 109, Filing of Applications, 117, Experience Evaluation, and 121, Form of Examinations; Reciprocity* – The regulations reference guideline/handbook editions for IDP, IAP, and CIPD. This proposal would update, clarify, and provide consistency with how these items are referenced in the regulations, as well as strike IDP entry point language, as IDP entry point has been modified by NCARB and is detailed in the current edition of the IDP Guidelines. Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 109, 117 and 121:

December 15, 2010	Approval by the Board
January 7, 2011	Notice of Proposed Changes in the Regulations published by OAL
January 11, 2011	Regulation package to DCA Division of Legislative and Policy Review
January 24, 2011	Regulation package to DCA Budget Office
February 22, 2011	Public hearing, no public comments received at hearing

## **ENFORCEMENT PROGRAM**

### Architect Consultants

Building Official Contact Program: The architect consultants are available on call to Building Officials and in February, they received 25 telephone, email, and/or personal contacts. These types of contacts generally include discussions regarding the Board's policies and interpretations of the Practice Act, stamp and signature requirements, and scope of architectural practice.

Education/Information Program: The architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In February, there were 37 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for nine of the contacts and included inquiries regarding written contract requirements, out-of-state licensees seeking to do business in California, scope of practice relative to engineering disciplines, and questions about stamp and signature requirements.

On February 2, 2011, Architect Consultant Bob Carter was the guest speaker at the Napa-Solano ICC Chapter February dinner meeting in Fairfield, CA. There were 24 chapter members present including representatives from the city and county of Napa, the cities of Benecia, Vallejo, and Suisun City and various related industry/material representatives. The 45 minute presentation included a brief update on the Board's activities and general issues related to stamping and

signing, and unlicensed practice. Most of the time was spent in questions and answers in order to address their specific needs.

One of the architect consultant contracts will expire on January 30, 2011. Staff prepared a draft Request for Proposal (RFP) for the consultant services for three fiscal years (2011-2014) that was sent to DCA's Contract Unit for processing on October 27, 2010. The RFP was released on December 7, 2010 and advertised on the Internet under the State Contracts Register. The deadline to submit proposals was December 30, 2010. The proposals received in response to the RFP were evaluated (first phase of the evaluation) on January 3, 2011. The second phase of the evaluation (interview) was held on January 7, 2011. Based on the results of the evaluation/interview scoring, the contract was awarded to Barry Williams. On January 14, 2011, the award was protested by a proposer. The DCA Contracts Unit is processing the protest through the Office of Administrative Hearings. While the protest is pending, the current architect consultant contract, scheduled to expire on January 30, 2011, was extended to July 31, 2011.

Enforcement Actions On November 8, 2010, the Board issued a citation that included a \$7,500 administrative fine to Anthony Monroe, for alleged violations of Business and Professions Code (BPC) sections 5536(a) and (b) (Practice Without License or Holding Self Out as Architect). The citation became final on February 1, 2011.

On October 28, 2010, the Board issued a citation that included a \$2,000 administrative fine to Gary Reynolds, for alleged violations of BPC sections 5536(a)) (Practice Without License or Holding Self Out as Architect) and 5536.1(c) (Unauthorized Practice). The citation became final on February 10, 2011.

<u>Enforcement Statistics</u>	<u>Current Month</u> February 2011	<u>Prior Month</u> January 2010	<u>Prior Year</u> February 2010
Total Complaints Received and Opened*:	13	14	31
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	1	1	0
Complaints Pending DOI:	2	2	3
Complaints Pending AG:	12	12	8
Complaints Pending DA:	3	3	2
Total Cases Closed*:	31	20	29
Total Cases Pending*:	143	160	207
Settlement Cases (§5588) Opened:	2	3	4
Settlement Cases (§5588) Pending:	30	38	39
Settlement Cases (§5588) Closed:	10	2	3
Citations Final:	2	1	3

\*Total Cases categories include both complaint and settlement cases

At the end of each fiscal year, staff reviews the average number of complaints received, pending, and closed for the past three fiscal years. From fiscal years 2007/08 through 2009/10, the average number of complaints received per month is 24. The average pending caseload is 247 complaints and the average number of complaints closed per month is 27.

## **LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE**

### **LATC ADMINISTRATIVE/MANAGEMENT**

Committee The Committee meetings scheduled for the remainder of 2011 are: April 28, 2011 in Los Angeles, July 21, 2011 in Davis; and October 27, 2011 in San Diego.

Committee Members Andy Bowden's term expired on June 1, 2010 and he is currently serving in his one-year grace period. There is currently one vacancy on the LATC to be appointed by the Governor.

Outreach LATC conducted student outreach presentations on the following dates and locations:

- February 11, 2011, Mesa College
- February 15, 2011, University of California, Los Angeles Extension Program
- February 18, 2011, University of Southern California
- February 24, 2011, University of California, Davis

Personnel Marina Karzag, LATC's Special Projects Analyst, accepted a position at the Board of Behavioral Sciences and will begin working there on March 2, 2011. Carmen Alexander, LATC's Examination Coordinator, accepted a Staff Services Manager I position with the Department of Health Care Services and began working there on February 21, 2011. Angelica Franco, LATC's Licensing Coordinator, accepted a Staff Services Analyst position with the Board of Vocational Nursing and Psychiatric Technicians and began working there on February 25, 2011. The necessary paperwork is being prepared to recruit to fill all three of these positions. On February 15, 2011, Governor Brown prohibited all State agencies and departments from filling vacant positions unless an exemption was granted by his office.

Publications The DCA Publication, Design, and Editing Office has finished the first draft of the candidate guide and the general consumer guide and LATC staff is currently reviewing and editing these two publications. There are three other consumer guides (residential, private, and public guides), which will be consolidated into the general consumer guide.

Training The following employee has been scheduled for upcoming training:

3/9-10, 23-24/11 Management Academy (Trish)

Web Site The following changes were made to the LATC's Web site during the month of February:

- Posted January current licensee report
- Posted new outreach dates on News Web page
- Posted revised eligibility application

Web License Lookup The LATC currently receives a monthly report of licensees from DCA's Office of Information Services (OIS). The LATC is currently working with OIS on adding a licensee search option on the LATC Web site that will allow anyone to search for licensed

landscape architects by a variety of search criteria. The Web license lookup provides public information on a licensed landscape architect, such as the status of the license and the licensee's address of record. Licensee searches will also display all filed accusation documents, as directed by DCA Director Brian Stiger's memorandum sent to all boards and bureaus on May 21, 2010. The LATC will send all licensees a letter notifying them of the transition to a Web License Lookup and allowing them sufficient time to submit a change of address.

### **LATC EXAMINATION PROGRAM**

California Supplemental Examination (CSE) OPES conducted the first of five exam development workshops in Sacramento on September 28 - 30, 2010. This workshop covered the Test plan and test item review. The second and third workshops that covered item writing were conducted on October 26-27, 2010 and November 17-18, 2010. The fourth workshop was conducted on February 9-10, 2011 and covered examination construction. The workshops will be completed by March 10, 2011, and the new examination is expected to launch in June 2011.

Regulation Changes *California Code of Regulations (CCR) sections 2615 and 2620* – The LATC formed an Education Subcommittee in 2004 in response to the Joint Legislative Sunset Review Committee's recommendation to further evaluate California's eligibility requirements and access to landscape architecture licensure in California. The intent of the evaluation was to ensure that applicants have appropriate educational and training/work experience prior to taking the required examination. Specifically, the Subcommittee was to determine appropriate levels of landscape architecture education and training preparation necessary to protect the public health, safety, and welfare in California and successfully preparing applicants for the examination. The final Education Subcommittee Report identifies and substantiates recommended changes to CCR sections 2615 and 2620. These changes were approved by LATC at the January 20-21, 2010 meeting and by the Board at the March 18, 2010 meeting. The work on the Sunset Review took precedence and this item was delayed. The initial rulemaking documents were filed with the Office of Administrative Law and the Notice of Proposed Rulemaking was published in the California Regulatory Notice Register on February 25, 2011. The LATC will conduct a public hearing on April 11, 2011.

*CCR section 2620.5, Requirements for an Approved Extension Certificate Program* - The LATC reviewed and updated the current Extension Certificate Program regulation. As part of the review, the LATC elicited input from the University of California Extension Programs. The proposed regulatory changes were discussed and approved at the LATC meeting on November 22, 2010.

At its December 15-16, 2010, meeting, the Board approved the proposed regulation to amend CCR section 2620.5 and delegated authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and to make minor technical changes to the language, if needed. LATC staff is currently working on the initial regulatory package to submit to the OAL.



## LATC ENFORCEMENT PROGRAM

<u>Enforcement Statistics</u>	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
	February 2011	January 2010	February 2010
Complaints Opened:	0	0	4
Complaints to Expert:	0	0	0
Complaints to DOI:	0	0	0
Complaints Pending DOI:	0	0	1
Complaints Pending AG:	0	0	0
Complaints Pending DA:	0	0	0
Complaints Closed:	5	6	4
Complaints Pending:	49	54	85
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	0	2	3
Settlement Cases (§5678.5) Closed:	2	2	0
Citations Final:	0	0	0

\*Includes both complaint and settlement cases

## **Agenda Item H.2**

### **UPDATE ON 2010 SUNSET REVIEW**

At the September 16, 2010 meeting, the Board approved the draft of the 2010 Sunset Review Report. The Report was submitted to the Business, Professions and Economic Development Committee (Committee) on September 29, 2010.

On October 12, 2010, the Board was notified that its sunset hearing originally scheduled for November 2010 would be delayed until mid-February 2011. This delay is due to the gubernatorial election and appointment of new Committee members.

The sunset hearing has since been rescheduled for March 21, 2011.

At this meeting, the Executive Officer will provide an update on the Sunset Review.

## **Agenda Item H.3**

### **UPDATE AND POSSIBLE ACTION ON LEGISLATION: SENATE BILL (SB) 543**

SB 543 was introduced by Senator Curren Price on February 17, 2011. The bill extends the operating provisions of licensure and regulation of the profession for the Board until January 1, 2016.

**Introduced by Senator Price**

February 17, 2011

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An act to amend Sections 5510, 5517, 5620, 5621, 5622, 6710, 6714, 7200, 8710, 18602, and 18613 of the Business and Professions Code, relating to business and professions.

**LEGISLATIVE COUNSEL'S DIGEST**

SB 543, as introduced, Price. Business and professions: regulatory boards.

Existing law provides for the licensure and regulation of various businesses and professions by boards within the Department of Consumer Affairs, including, the California Architects Board, the Landscape Architects Technical Committee, the Board for Professional Engineers, Land Surveyors, and Geologists, the State Board of Guide Dogs for the Blind, and the State Athletic Commission. Existing law requires or authorizes these boards, with certain exceptions, to appoint an executive officer. Existing law repeals these provisions on January 1, 2012. Under existing law, boards scheduled for repeal are required to be evaluated by the Joint Sunset Review Committee.

This bill would extend the operation of these provisions until January 1, 2016, except the State Board of Guide Dogs for the Blind, which would be extended until January 1, 2014. The bill would instead specify that these boards would be subject to review by the appropriate policy committees of the Legislature.

Vote: majority. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

SECTION 1. Section 5510 of the Business and Professions Code is amended to read:

5510. There is in the Department of Consumer Affairs a California Architects Board which consists of 10 members.

Any reference in law to the California Board of Architectural Examiners shall mean the California Architects Board.

This section shall remain in effect only until January 1, 2012 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2012 2016, deletes or extends that date. ~~The repeal of this section renders the board subject to the review required by Division 1.2 (commencing with Section 473).~~ *Notwithstanding any other provision of law, the repeal of this section renders the board subject to review by the appropriate policy committees of the Legislature.*

SEC. 2. Section 5517 of the Business and Professions Code is amended to read:

5517. The board may appoint a person exempt from civil service who shall be designated as an executive officer and who shall exercise the powers and perform the duties delegated by the board and vested in him or her by this chapter.

This section shall remain in effect only until January 1, 2012 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2012 2016, deletes or extends that date.

SEC. 3. Section 5620 of the Business and Professions Code is amended to read:

5620. The duties, powers, purposes, responsibilities, and jurisdiction of the California State Board of Landscape Architects that were succeeded to and vested with the Department of Consumer Affairs in accordance with Chapter 908 of the Statutes of 1994 are hereby transferred to the California Architects Board. The Legislature finds that the purpose for the transfer of power is to promote and enhance the efficiency of state government and that assumption of the powers and duties by the California Architects Board shall not be viewed or construed as a precedent for the establishment of state regulation over a profession or vocation that was not previously regulated by a board, as defined in Section 477.

1 (a) There is in the Department of Consumer Affairs a California  
2 Architects Board as defined in Article 2 (commencing with Section  
3 5510) of Chapter 3.

4 Whenever in this chapter “board” is used, it refers to the  
5 California Architects Board.

6 (b) Except as provided herein, the board may delegate its  
7 authority under this chapter to the Landscape Architects Technical  
8 Committee.

9 (c) After review of proposed regulations, the board may direct  
10 the examining committee to notice and conduct hearings to adopt,  
11 amend, or repeal regulations pursuant to Section 5630, provided  
12 that the board itself shall take final action to adopt, amend, or  
13 repeal those regulations.

14 (d) The board shall not delegate its authority to discipline a  
15 landscape architect or to take action against a person who has  
16 violated this chapter.

17 (e) This section shall remain in effect only until January 1, ~~2012~~  
18 2016, and as of that date is repealed, unless a later enacted statute,  
19 that is enacted before January 1, ~~2012~~ 2016, deletes or extends  
20 that date.

21 SEC. 4. Section 5621 of the Business and Professions Code is  
22 amended to read:

23 5621. (a) There is hereby created within the jurisdiction of the  
24 board, a Landscape Architects Technical Committee, hereinafter  
25 referred to in this chapter as the landscape architects committee.

26 (b) The landscape architects committee shall consist of five  
27 members who shall be licensed to practice landscape architecture  
28 in this state. The Governor shall appoint three of the members.  
29 The Senate Committee on Rules and the Speaker of the Assembly  
30 shall appoint one member each.

31 (c) The initial members to be appointed by the Governor are as  
32 follows: one member for a term of one year; one member for a  
33 term of two years; and one member for a term of three years. The  
34 Senate Committee on Rules and the Speaker of the Assembly shall  
35 initially each appoint one member for a term of four years.  
36 Thereafter, appointments shall be made for four-year terms,  
37 expiring on June 1 of the fourth year and until the appointment  
38 and qualification of his or her successor or until one year shall  
39 have elapsed, whichever first occurs. Vacancies shall be filled for  
40 the unexpired term.

(d) No person shall serve as a member of the landscape architects committee for more than two consecutive terms.

(e) This section shall remain in effect only until January 1, ~~2012~~ 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, ~~2012~~ 2016, deletes or extends that date.

SEC. 5. Section 5622 of the Business and Professions Code is amended to read:

5622. (a) The landscape architects committee may assist the board in the examination of candidates for a landscape architect's license and, after investigation, evaluate and make recommendations regarding potential violations of this chapter.

(b) The landscape architects committee may investigate, assist, and make recommendations to the board regarding the regulation of landscape architects in this state.

(c) The landscape architects committee may perform duties and functions that have been delegated to it by the board pursuant to Section 5620.

(d) The landscape architects committee may send a representative to all meetings of the full board to report on the committee's activities.

(e) This section shall remain in effect only until January 1, ~~2012~~ 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, ~~2012~~ 2016, deletes or extends that date.

SEC. 6. Section 6710 of the Business and Professions Code is amended to read:

6710. (a) There is in the Department of Consumer Affairs a Board for Professional Engineers, Land Surveyors, and Geologists, which consists of 15 members.

(b) Any reference in any law or regulation to the Board of Registration for Professional Engineers and Land Surveyors, or the Board for Professional Engineers and Land Surveyors, is deemed to refer to the Board for Professional Engineers, Land Surveyors, and Geologists.

(c) This section shall remain in effect only until January 1, ~~2012~~ 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, ~~2012~~ 2016, deletes or extends that date. ~~The repeal of this section renders the board subject to the review required by Division 1.2 (commencing with Section~~

1 ~~473). Notwithstanding any other provision of law, the repeal of~~  
2 ~~this section renders the board subject to review by the appropriate~~  
3 ~~policy committees of the Legislature.~~

4 SEC. 7. Section 6714 of the Business and Professions Code is  
5 amended to read:

6 6714. The board shall appoint an executive officer at a salary  
7 to be fixed and determined by the board with the approval of the  
8 Director of Finance.

9 This section shall remain in effect only until January 1, ~~2012~~  
10 ~~2016~~, and as of that date is repealed, unless a later enacted statute,  
11 that is enacted before January 1, ~~2012~~ ~~2016~~, deletes or extends  
12 that date.

13 SEC. 8. Section 7200 of the Business and Professions Code is  
14 amended to read:

15 7200. (a) There is in the Department of Consumer Affairs a  
16 State Board of Guide Dogs for the Blind in whom enforcement of  
17 this chapter is vested. The board shall consist of seven members  
18 appointed by the Governor. One member shall be the Director of  
19 Rehabilitation or his or her designated representative. The  
20 remaining members shall be persons who have shown a particular  
21 interest in dealing with the problems of the blind, and at least two  
22 of them shall be blind persons who use guide dogs.

23 (b) This section shall remain in effect only until January 1, ~~2012~~  
24 ~~2014~~, and as of that date is repealed, unless a later enacted statute,  
25 that is enacted before January 1, ~~2012~~ ~~2014~~, deletes or extends  
26 that date. ~~The repeal of this section renders the board subject to~~  
27 ~~the review required by Division 1.2 (commencing with Section~~  
28 ~~473). Notwithstanding any other provision of law, the repeal of~~  
29 ~~this section renders the board subject to review by the appropriate~~  
30 ~~policy committees of the Legislature.~~

31 SEC. 9. Section 8710 of the Business and Professions Code is  
32 amended to read:

33 8710. (a) The Board for Professional Engineers and Land  
34 Surveyors is vested with power to administer the provisions and  
35 requirements of this chapter, and may make and enforce rules and  
36 regulations that are reasonably necessary to carry out its provisions.

37 (b) The board may adopt rules and regulations of professional  
38 conduct that are not inconsistent with state and federal law. The  
39 rules and regulations may include definitions of incompetence and  
40 negligence. Every person who holds a license or certificate issued



1 by the board pursuant to this chapter, or a license or certificate  
2 issued to a civil engineer pursuant to Chapter 7 (commencing with  
3 Section 6700), shall be governed by these rules and regulations.

4 (c) This section shall remain in effect only until January 1, 2012  
5 2016, and as of that date is repealed, unless a later enacted statute,  
6 that is enacted before January 1, 2012 2016, deletes or extends  
7 that date. ~~The repeal of this section shall render the board subject~~  
8 ~~to the review required by Division 1.2 (commencing with Section~~  
9 ~~473). Notwithstanding any other provision of law, the repeal of~~  
10 ~~this section renders the board subject to review by the appropriate~~  
11 ~~policy committees of the Legislature.~~

12 SEC. 10. Section 18602 of the Business and Professions Code  
13 is amended to read:

14 18602. (a) Except as provided in this section, there is in the  
15 Department of Consumer Affairs the State Athletic Commission,  
16 which consists of seven members. Five members shall be appointed  
17 by the Governor, one member shall be appointed by the Senate  
18 Rules Committee, and one member shall be appointed by the  
19 Speaker of the Assembly.

20 The members of the commission appointed by the Governor are  
21 subject to confirmation by the Senate pursuant to Section 1322 of  
22 the Government Code.

23 No person who is currently licensed, or who was licensed within  
24 the last two years, under this chapter may be appointed or  
25 reappointed to, or serve on, the commission.

26 (b) In appointing commissioners under this section, the  
27 Governor, the Senate Rules Committee, and the Speaker of the  
28 Assembly shall make every effort to ensure that at least four of  
29 the members of the commission shall have experience and  
30 demonstrate expertise in one of the following areas:

31 (1) A licensed physician or surgeon having expertise or  
32 specializing in neurology, neurosurgery, head trauma, or sports  
33 medicine. Sports medicine includes, but is not limited to,  
34 physiology, kinesiology, or other aspects of sports medicine.

35 (2) Financial management.

36 (3) Public safety.

37 (4) Past experience in the activity regulated by this chapter,  
38 either as a contestant, a referee or official, a promoter, or a venue  
39 operator.

1 (c) Each member of the commission shall be appointed for a  
2 term of four years. All terms shall end on January 1. Vacancies  
3 occurring prior to the expiration of the term shall be filled by  
4 appointment for the unexpired term. No commission member may  
5 serve more than two consecutive terms.

6 (d) Notwithstanding any other provision of this chapter,  
7 members first appointed shall be subject to the following terms:

8 (1) The Governor shall appoint two members for two years, two  
9 members for three years, and one member for four years.

10 (2) The Senate Committee on Rules shall appoint one member  
11 for four years.

12 (3) The Speaker of the Assembly shall appoint one member for  
13 four years.

14 (e) This section shall remain in effect only until January 1, 2012  
15 2016, and as of that date is repealed, unless a later enacted statute,  
16 that is enacted before January 1, 2012 2016, deletes or extends  
17 that date.

18 ~~The repeal of this section renders the commission subject to the~~  
19 ~~review required by Division 1.2 (commencing with Section 473).~~

20 *Notwithstanding any other provision of law, the repeal of this*  
21 *section renders the board subject to review by the appropriate*  
22 *policy committees of the Legislature.*

23 SEC. 11. Section 18613 of the Business and Professions Code  
24 is amended to read:

25 18613. (a) (1) The commission shall appoint a person exempt  
26 from civil service who shall be designated as an executive officer  
27 and who shall exercise the powers and perform the duties delegated  
28 by the commission and vested in him or her by this chapter. The  
29 appointment of the executive officer is subject to the approval of  
30 the Director of Consumer Affairs.

31 (2) The commission may employ in accordance with Section  
32 154 other personnel as may be necessary for the administration of  
33 this chapter.

34 (b) This section shall remain in effect only until January 1, 2012  
35 2016, and as of that date is repealed, unless a later enacted statute,  
36 that is enacted before January 1, 2012 2016, deletes or extends  
37 that date.

## **Agenda Item H.4**

### **DISCUSS AND POSSIBLE ACTION ON THE BOARD LIAISON PROGRAM**

The Board's Liaison Program is designed to facilitate better communication with key organizations and to increase its collaboration with groups that share common goals and strategic issues. A Board member will serve as the liaison to each organization.

Letters to the organizations will be mailed upon approval. The letters identify the liaison, provide contact information, and express the Board's desire to embrace collaborative efforts.

At this meeting, the Executive Officer will provide an update on the Liaison Program.

Attached is a draft of the document that explains the goals and responsibilities of the Liaison Program.

## **Draft California Architects Board Liaison Program Purpose and Responsibilities**

The Board's Liaison Program is designed to ensure that we share information with key constituency groups, like the League of California Cities, American Council of Engineering Companies – California. Your responsibility as a Board Liaison is to establish and maintain contact with these groups and report back to the Board on the organization's activities and objectives. You should inform the organization you are the Liaison to key Board initiatives as identified in our Strategic Plan. By engaging in these activities, we can better identify opportunities to collaborate, understand trends that might impact our mission or objectives, and build partnerships that will enhance our efforts in future initiatives.

To date, these steps have been taken:

- Obtained organization's Chief Executive Officer's (CEO)/Executive Director's contact information
- Organization's email added to Board's email distribution list
- Letter identifying Board Liaison sent to organizations

The next step will be for Liaisons to make contact (via telephone) with their organizations as a "meet and greet" call.

Liaisons will be expected to provide two reports per year: one at mid-year via the Executive Officer, and the other at Strategic Planning in December.

### Organization Contacts

### Assigned Liaison

Paul Meyer, Executive Director  
pmeyer@acec-ca.org  
American Council of Engineering Companies  
1303 J Street, Suite 450  
Sacramento, CA 95814  
Phone: (916) 441-7991

Michael Merino

Thomas T. Holsman, Chief Executive Officer  
holsmant@agc-ca.org  
AGC of California  
3095 Beacon Boulevard  
West Sacramento, CA 95691  
Phone: (916) 371-2422

Jon Baker

Michael J. Monti, PhD, Executive Director  
mmonti@acsa-arch.org  
Association of Collegiate Schools of Architecture  
1735 New York Avenue, NW  
Washington, DC 20006 USA  
Phone: (202) 785-2324

Hraztan Zeitlian

Mr. Chris McKenzie, Executive Director  
cmckenzie@cacities.org  
League of California Cities  
1400 K Street  
Sacramento, CA 95814  
Phone: (916) 658-8200

Marilyn Lyon

Joanne Arnold, Executive Officer  
joanne.arnold@dca.ca.gov  
Board for Professional Engineers, Land Surveyors, and Geologists  
2535 Capitol Oaks Drive, Suite 300  
Sacramento, California, 95833-2944  
Toll Free Number: 1-866-780-5370 (no charge to calling party)  
Phone: (916) 263-2222

Marilyn Lyon

Kate White, Executive Director  
kwhite@uli.org  
Urban Land Institute – San Francisco  
1 California Street, #2500  
San Francisco, CA 94111  
Phone: (415) 268-4093

Jeffrey Heller



## **Agenda Item I**

### **UPDATE ON CALIFORNIA SUPPLEMENTAL EXAMINATION**

In 2009, Applied Measurement Services, LLC (AMS) conducted an objective study of the California Supplemental Examination (CSE) and possible examination format options. The study involved an extensive review of the Architect Registration Examination, CSE items, and CSE Test Plan, as well as a thorough analysis of psychometrically defensible format options for the CSE. As a result of this study, on September 14, 2009, the Board's Examination Committee voted to recommend transitioning the CSE to a written, computer-based examination. The Board approved this recommendation on September 17, 2009.

In early 2010, the Board approved an intra-agency contract agreement with the Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) for CSE development services. Examination development began that March with a series of Item Writing and Item Review Workshops in the spring and summer and concluded with Examination Construction and Passing Score Workshops in August.

As part of the transition, staff worked with the DCA Office of Information Services in order to carry out required computer programming modifications to the Applicant Tracking System. Additionally, a new CSE Handbook was developed in order to provide candidates with detailed information on: Internet/telephone scheduling procedures; California and out-of-state examination site locations; preparing for the CSE; examination site reporting procedures; taking the CSE by computer; format of the examination; the CSE Test Plan; examination development; etc. Detailed information regarding the new CSE has also been posted on the Board's Web site.

The new CSE continues to be based on the most recent CSE Test Plan (2007), which was derived from the Board's last Occupational Analysis. Additionally, the new examination format consists of two individually timed sections (with a combined 3.5 hour time limit), approximately 100 multiple-choice items, and additional items for the purpose of pre-testing (nonscoreable items). The two sections of the examination are: 1) project scenario: which includes multiple-choice items that pertain to a hypothetical project (i.e., small- or moderate-scale, nonexempt project or a portion of a larger project) and project scenario documents (handouts); and 2) general: which includes general multiple-choice items that also pertain to the CSE Test Plan and applicable knowledge and ability statements.

With this transition, candidates have been informed about the new examination process. As with before, once deemed eligible to sit for the CSE, a candidate is mailed a CSE Application. Once a completed CSE Application and payment have been processed by the Board, the candidate's

eligibility information is sent to the Board's new examination vendor, Psychological Services, LLC (PSI). PSI then mails the candidate the CSE Handbook, which also serves as their official Notice of Eligibility for the CSE. Candidates are then able to schedule their examination at a location of their choice during normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and operating hours on Saturday, except holidays.

There are 13 PSI examination site locations in California and 10 additional locations out of state. California examination sites include: Anaheim, Atascadero, Bakersfield, Carson, El Monte, Fresno, Hayward, Redding, Riverside, Sacramento, San Diego, Santa Clara, and Santa Rosa. Out of state sites include: Albuquerque, NM; Atlanta, GA; Boston, MA; Charlotte, NC; Cranberry Township, PA; Houston, TX; Las Vegas, NV; Portland, OR; Southfield (Detroit area), MI; and West Des Moines, IA.

The new CSE launched in early February 2011. During the initial period, it is anticipated that examination results will be held for approximately 90 days from the launch date, until such time as a sufficient pool of candidates complete the examination. This timeframe will allow for required statistical analysis to be completed. After the initial period, examination results will be mailed approximately 30 days after the date the CSE is taken.

Continued examination development with OPES is currently underway and will be an annual and ongoing process in order to develop future forms of the examination.



## **Agenda Item J**

### **UPDATE ON MARCH 2, 2011 COMMUNICATIONS COMMITTEE MEETING**

The Communications Committee met on March 2, 2011 in Sacramento. Attached is the notice of the meeting. Iris Cochlan, Chair, will provide an update of the meeting.





Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF MEETING

### COMMUNICATIONS COMMITTEE

**March 2, 2011**

10:00 a.m. to 1:00 p.m.

1625 North Market Blvd.

Humboldt Conference Room, 3<sup>rd</sup> Floor

(Must check-in with Security on 1<sup>st</sup> Floor)

Sacramento, CA 95834

The California Architects Board is holding a committee meeting as outlined above. The agenda items may not be addressed in the order noted below. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Marccus Reinhardt at (916) 575-7216, emailing [marccus.reinhardt@dca.ca.gov](mailto:marccus.reinhardt@dca.ca.gov), or sending a written request to the address below. Providing your request at least five business days before the meeting to help ensure availability of the requested

## AGENDA

- A. Review and Approve May 20, 2010, and October 13, 2010, Communications Committee Summary Reports
- B. Review and Approve Recommended Articles for the Summer and Fall Issues of *California Architects* Newsletter
- C. Review and Approve Recommendations on the 2010 Strategic Plan Objective to Expand the Consumer Content on the Board's Web Site
- D. Review and Approve Recommendations on the 2010 Strategic Plan Objective to Expand the Board's School and Student Outreach Programs
- E. Review and Approve Recommendations on the 2010 Strategic Plan Objective to Formulate a Communications Strategy Regarding the Value of an Architect License
- F. Review and Approve Recommendations on the 2010 Strategic Plan Objective to Use Web-Based Media and the *California Architects* Newsletter to Communicate Key Messages
- G. Review of the Board's December 2010 Strategic Planning Session

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's Web site: [www.cab.ca.gov](http://www.cab.ca.gov). Any other requests relating to the Committee meeting should be directed to Mr. Reinhardt at (916) 575-7216.

2420 DEL PASO ROAD,  
SUITE 105  
SACRAMENTO,  
CA 95834

916-574-7220 T  
916-575-7283 F

[cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
[www.cab.ca.gov](http://www.cab.ca.gov)



## **Agenda Item K**

### **PROFESSIONAL QUALIFICATIONS COMMITTEE (PQC) REPORT**

1. Update on February 28, 2011 PQC meeting.
2. Approve recommendation regarding the Comprehensive Intern Development Program.
3. Discuss and possible action regarding The American Institute of Architects, California Council Academy for Emerging Professionals' proposal – 2011 Architectural Education Summit.

## **Agenda Item K.1**

### **UPDATE ON FEBRUARY 28, 2011 PQC MEETING**

The PQC met on February 28, 2011 in Ontario. Attached is the notice of the meeting. PQC Chair Jeffrey Heller will provide an update on the meeting.



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF MEETING

### PROFESSIONAL QUALIFICATIONS COMMITTEE

**February 28, 2011**

10:00 a.m. to 2:00 p.m.

HMC Architects

3546 Concourses Street

Ontario, CA 91764-5583

(909) 989-9979

The California Architects Board (CAB) will hold a Professional Qualifications Committee meeting, as noted above, and via telephone conference at the following locations:

*Paul Neel*

*Committee Member*

*California Polytechnic State*

*University, San Luis Obispo*

*1 Grand Ave, Bldg 70, Room 207*

*San Luis Obispo, CA 93407*

*(805) 756-7102*

*Anne Laird-Blanton, AIA*

*AIACC President*

*ALB Designs*

*10 G Street*

*San Rafael, CA 94901*

*(415) 457-2545*

The agenda items may not be addressed in the order noted below. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Timothy Rodda at (916) 575-7217, emailing [timothy.rodga@dca.ca.gov](mailto:timothy.rodga@dca.ca.gov), or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

### AGENDA

- A. National Council of Architectural Registration Boards' (NCARB) Intern Development Program (IDP) 2.0 Presentation
- B. Discuss and Possible Action Regarding the Comprehensive Intern Development Program
- C. Review and Approve the May 22, 2009 Professional Qualifications Committee Summary Report

2420 DEL PASO ROAD,  
SUITE 105  
SACRAMENTO,  
CA 95834

916-574-7220 T  
916-575-7283 F

[cab@dca.ca.gov](mailto:cab@dca.ca.gov)  
[www.cab.ca.gov](http://www.cab.ca.gov)

*(Continued on the Reverse)*

- D. Update on The American Institute of Architects, California Council's Academy for Emerging Professionals' 2011 Architectural Education Summit
- E. Update on the California Supplemental Examination
- F. Update on California's Continuing Education (CE) Requirement
- G. Update on NCARB Actions with Regard to CE

The notice and agenda for this meeting and other meetings of the Board can be found at [www.cab.ca.gov](http://www.cab.ca.gov). Any other requests relating to the Professional Qualifications Committee meeting should be directed to Mr. Rodda at (916) 575-7217.

## Agenda Item K.2

### **APPROVE RECOMMENDATION REGARDING THE COMPREHENSIVE INTERN DEVELOPMENT PROGRAM (CIDP)**

The California Architects Board (Board) implemented a structured internship requirement for all candidates establishing eligibility to take the Architect Registration Examination (ARE) beginning January 1, 2005. The structured internship requirement must be fulfilled by completion of the Intern Development Program (IDP) developed by the National Council of Architectural Registration Boards (NCARB) and the Board's evidence-based overlay, the Comprehensive Intern Development Program (CIDP), prior to becoming eligible to take the California Supplemental Examination and obtaining licensure in California.

During discussions regarding the implementation of IDP in California, the Professional Qualifications Committee (PQC) raised concerns about IDP pertaining to: the limited role of the IDP supervisor and mentor; competency assessment; experience alternatives; training areas and settings; IDP entry point; duration requirements; and IDP reporting. Based on these concerns, CIDP was developed to enhance and strengthen the internship experience and improve the intern/supervisor relationship through discussions about the evidence documentation.

CIDP consists of 44 IDP Skills and Application Activities (SAA) that were specifically selected for CIDP and require candidates to complete either a written narrative or work sample. At the time, the SAAs were selected from the *2003-2004 IDP Guidelines*. Since the release of that edition of the *IDP Guidelines*, NCARB has released nine editions of the guidelines that have included changes to the wording of the SAAs, removed or combined several SAAs, or moved the placement of SAAs within a given Training Category or Training Area.

During the May 15, 2007 PQC meeting, staff recommended that a CIDP/IDP Correlation Task Force be established to review and compare the two programs to identify necessary changes and make recommendations. This Task Force met on August 20, 2008 and reviewed the current CIDP training areas and correlated them with the IDP training areas contained in the *2007-2008 IDP Guidelines*. The Task Force determined it should postpone any changes to the CIDP evidence requirements and any correlating of CIDP to the IDP SAAs until after NCARB released its next version of the *IDP Guidelines* in January 2009.

At the Board's strategic planning session in December 2008, the Board added an objective to its Strategic Plan to continue analyzing the potential for an update to CIDP based on NCARB's annual changes to IDP. In May 2009, staff completed the comparison of the *2003-2004 IDP Guidelines*, on which CIDP was originally based, with the *January 2009 IDP Guidelines* and CIDP SAAs.

At its meeting on May 22, 2009, the PQC discussed the NCARB annual changes to IDP and compared the changes with the current CIDP format. With the implementation of IDP 2.0 and the many positive changes to IDP, such as the enhanced role of the supervisor and mentor, the *IDP Supervisor Guidelines*, new experience alternatives (i.e., the Emerging Professional's Companion, etc.), the mapping of IDP to the *2007 Practice Analysis*, more flexible duration requirements,

enhanced IDP reporting (e-EVR and Six Month Rule), etc., there was much discussion on how to continue with CIDP. It was noted that the current version of CIDP was not aligned with the current *IDP Guidelines*.

The PQC's recommendation, which was approved by the Board at its September 17, 2009 meeting, was that CIDP should remain as it is in its current format, but that an alignment document be created for candidate clarity that cross links the CIDP SAAs and evidence required with the revised and/or new IDP SAAs.

At the 2010 NCARB Annual Meeting and Conference, members were updated on IDP 2.0. It was determined by the delegates at the meeting that IDP had progressed to the point that the future of CIDP needed to be further discussed. Similar discussions took place at the Board's September 2010 meeting and the December 2010 strategic planning session, where it was recommended that the continuance of CIDP be considered given the changes to IDP.

On February 28, 2011, the PQC was provided with a comprehensive IDP 2.0 presentation (slides attached) by Harry Falconer, NCARB Director of IDP, who also responded to questions from the members regarding the improvements to IDP. Additionally, staff prepared a comparison document (attached) that provided a snapshot of what IDP looked like at the time the Board adopted IDP/CIDP and what IDP will look like this year with IDP 2.0 fully implemented.

The PQC considered these IDP improvements (culminating in IDP 2.0) and recommended that CIDP be suspended to coincide with the complete implementation of IDP 2.0 this year, that the suspension of CIDP be reevaluated one year after the complete implementation of IDP 2.0 before determining the permanent discontinuance of CIDP, that Board staff notify candidates as to how experience credit will be processed in the transition of CIDP suspension and discontinuance, and that the Board remain engaged with NCARB regarding the future content of IDP.

The Board is asked to take action on the PQC's recommendation regarding CIDP.

Attachments:

- 1) IDP Comparison Document
- 2) NCARB IDP 2.0 Presentation

## Comparison of IDP at the time of Board Adoption vs. IDP 2.0 (2011)

IDP (2003-2004)	IDP 2.0 (2011)
Duration Requirements: Interns must work full-time (35 hours per week) for a minimum of 10 consecutive weeks or part-time (20 hours per week) for a minimum of six consecutive months	<b>More Flexible Duration Requirements</b> (introduced 2008): Interns must work full time (32 hours per week) for a minimum of eight consecutive weeks or part-time (15 hours per week) for a minimum of eight consecutive weeks
IDP Training Areas: 16 areas; same since 2000	<b>Updated Training Areas &amp; Mapped to 2007 Practice Analysis;</b> for the first time, the findings from this study were used to determine the requirements for IDP (rolled out as IDP 2.0) to help ensure interns acquire comprehensive training
Training Settings: Seven, including three different levels of architectural practice	<b>Updated/Simplified Experience (Work) Settings – IDP 2.0 (Phase 3):</b> Three new Experience Settings to replace the current seven Work Settings
<p>Experience Alternatives (Supplementary Education):</p> <ul style="list-style-type: none"> <li>• AIA Supplementary Education Handbook activities</li> <li>• AIA-approved continuing education resources and programs</li> <li>• Post-professional degree in architecture <u>after</u> earning a professional degree in architecture from a program accredited by NAAB or CACB</li> </ul>	<p><b>New Experience Alternatives:</b></p> <p><b>Supplementary Education (Core):</b></p> <ul style="list-style-type: none"> <li>• The Emerging Professional’s Companion (EPC)*: Activities - must be reviewed and approved by IDP supervisor or mentor</li> <li>• NCARB’s Professional Conduct Monograph</li> <li>• CSI Certifications: Certified Construction Specifier (CCS) &amp; Certified Construction Contract Administrator (CCCA)**</li> <li>• Community-Based Design Center/Collaborative (volunteer service) - experience must be approved by "designated IDP supervisor"</li> <li>• Design Competitions - must be completed under the supervision of a mentor</li> <li>• Site Visit With Mentor</li> </ul> <p><b>Supplementary Education (Elective):</b></p> <ul style="list-style-type: none"> <li>• The Emerging Professional’s Companion (EPC)*: Exercises - must be reviewed and approved by IDP supervisor or mentor</li> <li>• Green Building Certification Institute (GBCI) LEED AP Credential**</li> <li>• Advanced Degrees</li> <li>• AIA Continuing Education (and NCARB Monographs and Mini-monographs)**</li> <li>• CSI Continuing Education Network Approved Program</li> <li>• CSI Certificate Program: Construction Documents Technologist (CDT)</li> </ul> <p>* Earn core/elective hours for completing EPC activities/exercises whether or not employed (introduced 2010)</p> <p>**Earn elective units whether or not employed (introduced 2009)</p>



IDP (2003-2004)	IDP 2.0 (2011)
Supervisor Roles and Responsibilities: Limited description	<b>More Defined Supervisor Roles and Responsibilities:</b> i.e., <i>IDP Supervisor Guidelines</i> (introduced 2008) - developed in conjunction with the <i>IDP Guidelines</i> to assist the IDP supervisor in their critical role
IDP Training/Experience Assessment: Supervisor verifies IDP training - “seat time” (quantitative)	<b>Improved Assessment:</b> Enhanced role of supervisor, including: adhering to core guidelines and supervisor expectations in <i>IDP Supervisor Guidelines</i> ; regular meetings with intern; providing constructive feedback; reviewing and discussing work samples; providing feedback between scheduled meetings; maximizing all learning possibilities for intern; providing timely and fair assessment of intern’s work; fostering leadership opportunities, etc.
Direct Supervision Training Requirement	<b>Modified “Direct Supervision” Definition:</b> To allow IDP supervisors to supervise their interns through a mix of personal contact and remote communication (2010)
Mentor Role: Limited	<b>Enhanced Mentor Role:</b> i.e., Certifying supplementary education opportunities (site visits, design competitions, Emerging Professional’s Companion)
IDP Eligibility Dates: Must have completed part of a NAAB/CACB accredited program, or for CAB, three years of work experience	<b>New IDP Eligibility Dates</b> (for experience earned on or after October 1, 2010): Enrollment in a NAAB/CACB accredited program, or employed in work setting A after obtaining a high school diploma, GED, or comparable foreign degree
IDP Reporting: <ul style="list-style-type: none"> <li>• Periodic submittal of IDP training reports; personal record-keeping system or NCARB’s Excel Workbook; retroactive record-keeping acceptable, but discouraged</li> <li>• Paper-based reporting</li> </ul>	<b>Enhanced IDP Reporting:</b> <ul style="list-style-type: none"> <li>• <b>Six-Month Rule:</b> Reporting periods limited to six-months duration and submittals must be with two months of completion of each reporting period – to encourage timely and accurate reporting of experience; facilitate better communication; receive timely feedback on IDP progress; and identify and target training areas deficiencies early (introduced 2009)</li> <li>• <b>Electronic Experience Verification Reporting (e-EVR) System:</b> Electronic submission of IDP experience reports and supervisor approval (introduced 2008)</li> </ul>
IDP Experience: Measured in training units (one training unit equals eight hours of acceptable experience)	<b>Improved Measuring of IDP Experience:</b> Measured in training hours (instead of training units) for simpler reporting - no hour to unit converting required (introduced 2010)



NCARB



IDP 2.0

National Council of Architectural Registration Boards

# IDP Research Studies

- 2005 IDP Final Evaluation Report
- 2006 IDP Core Competency Study
- 2006 IDP Core Competencies/ARE Linking Study
- 2007 Practice Analysis of Architecture
- 2007 Direct Supervision Study
- 2007/8 Emerging Professional's Companion (EPC)/  
IDP Core Competency Linking Study
- 2010 Emerging Professional's Companion (EPC)/  
IDP 2.0 Linking Study

# IDP Committees

- ✿ FY06 Committee on IDP
  - FY06 IDP Coordinating Committee (IDPCC)
  
- ✿ FY07 Committee on IDP
  - FY07 Direct Supervision Task Force
  - FY07 Core Competency Task Force
  - FY07 IDP Coordinating Committee (IDPCC)
  
- ✿ FY08 Committee on IDP
  - FY08 Practice Analysis IDP Core Group
  - FY08 IDP Specification Task Force
  - FY08 IDP Employment Settings Task Force
  - FY08 IDP Advisory Committee (IDPAC)

# IDP Committees

- ✿ FY09 Committee on the IDP
  - FY09 IDP Supervision Task Force
  - FY09 IDP Program Development Task Force
  - FY09 IDP Advisory Committee (IDPAC)
  
- ✿ FY10 Committee on IDP
  - FY10 Program Development Task Force
  - FY10 Supplemental Experience Task Force
  - FY10 IDP Advisory Committee (IDPAC)
  
- ✿ FY11 Committee on IDP
  - FY08 IDP Advisory Committee (IDPAC)

# Why an IDP 2.0?

- ✿ Link the IDP to the tasks of the 2007 Practice Analysis
- ✿ Align the IDP requirements with current architecture practice
- ✿ Solidify IDP Supervisor and Mentor roles
- ✿ Clarify the requirements of the internship experience
- ✿ Acknowledge opportunities to earn valid experience

# Change Implemented

**January  
2009**

— e-EVR  
— Supervisor  
Guidelines

**July  
2009**

— 6-Month Rule  
— EPC 2.0  
— Professional  
Conduct  
Monograph  
(employed or not)  
— LEED AP/CSI  
(employed or not)  
— AIA LU's  
(employed or not)

**January  
2010**

— Direct Supervision  
— Employment Status  
— TUs to Hours  
Conversion  
— Optional Mentor Signature  
(EPC Supp Education hours)  
— Optional Mentor Signature  
(EPC for Min required hours)

**October  
2010**

— Eligibility Dates  
— Community Based  
Design Centers  
— Site Visit with  
Mentor  
— Design  
Competitions



# IDP Supervisor Guidelines



This document, effective January 2010, supercedes all previous editions of the *IDP Supervisor Guidelines*.

Please check NCARB's web site, [www.ncarb.org](http://www.ncarb.org), regularly for updates to this publication and for the most current information regarding the IDP. ©January 2010

## The IDP Supervisor Guidelines

Introduction	1
What is an IDP Supervisor?	2
Benefits of Supervising an Intern	3
Supervisor Expectations	4
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Work Settings and Maximum Training Hours Allowed	11
IDP Training Requirements	13
e-EVR: Using NCARB's Online Reporting System	14
Six-Month Rule	16
Supervisor Resources	17

JANUARY 2010



# Direct Supervision Defined

## IDP Experience Verification

**Type:** EPC  
**End Date :** 7/7/2009 **Status:** Submitted for Supervisor Approval  
**Employer** NCARB  
1801 K Street, NW  
Suite 700  
Washington, DC 20006  
United States  
**Intern:** Machelles Blankenship **Submitted @** 8/4/2009 12:43:43 PM  
**Work Setting:** A  
**AIA Number:** 909

CATEGORY	ACTIVITY / EXPERIENCE	CORE HOURS	SUPPLEMENTAL HOURS	DOCUMENTS
A	Chapter 5; Title: Gather Historical Project Costs	8	0	Not Applicable

Please select one of the following actions:

☒ Approve ☐ Return for Edits ☐ Reject

I certify that:

I am the IDP Supervisor and have exercised "Direct Supervision" over the work performed by this intern.

He/She has demonstrated the competent performance of the training experience reported herein.

I have read and intend to meet the expectations outlined in IDP Supervisor Guidelines.

To the best of my knowledge, all information submitted in this report is true and accurate.

☐ I agree to these terms

Confirm

Cancel

**Warning:** "Direct Supervision" of interns shall occur either through personal contact or through a mix of personal contact and remote communication such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

**Warning:** To earn IDP training hours, the work experience in each training area must be performed competently. This experience must demonstrate the ability to perform the work independently upon licensure.

## Message Center Log

12/29/2009 2:24:03 PM

Alert email sent to Machelles Blankenship

12/29/2009 2:24:03 PM

Machelles Blankenship submits experience

12/16/2009 1:34:16 PM

Alert email sent to Machelles Blankenship.

12/16/2009 1:34:16 PM

Machelles Blankenship rejects supplementary experience with possibility for revision

# IDP Supervisor Approval

## IDP Experience Verification

**Type:** EPC  
**End Date :** 7/7/2009 **Status:** Submitted for Supervisor Approval  
**Employer** NCARB  
1801 K Street, NW  
Suite 700  
Washington, DC 20006  
United States  
**Intern:** Machelles Blankenship **Submitted @** 8/4/2009 12:43:43 PM  
**Work Setting:** A  
**AIA Number:** 909

CATEGORY	ACTIVITY / EXPERIENCE	CORE HOURS	SUPPLEMENTAL HOURS	DOCUMENTS
A	Chapter 5; Title: Gather Historical Project Costs	8	0	Not Applicable

Please select one of the following actions:

☒ Approve ☐ Return for Edits ☐ Reject

I certify that:

I am the IDP Supervisor and have exercised "Direct Supervision" over the work performed by this intern.

He/She has demonstrated the competent performance of the training experience reported herein.

I have read and intend to meet the expectations outlined in IDP Supervisor Guidelines.

To the best of my knowledge, all information submitted in this report is true and accurate.

☐ I agree to these terms

Confirm

Cancel

**Warning:** "Direct Supervision" of interns shall occur either through personal contact or through a mix of personal contact and remote communication such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

**Warning:** To earn IDP training hours, the work experience in each training area must be performed competently. This experience must demonstrate the ability to perform the work independently upon licensure.

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12/16/2009 1:34:16 PM

Alert email sent to Machelles Blankenship.

12/16/2009 1:34:16 PM

Machelles Blankenship rejects supplementary experience with possibility for revision



# IDP Mentor Approval

## IDP Experience Verification

**Type:** Design Competition  
**Submission Date:** 8/3/2010 **Status:** Submitted for Mentor Approval  
**Approval:** Mentor  
**Intern:** Demo User127 **Submitted @ 8/23/2010 5:32:36 PM**  
**Work Setting:** Work setting not required for approval by mentor.  
**Competition Name:** The Left Field was Flooded  
**Sponsoring Organization:** Jones and Associates

CATEGORY	TRAINING AREA	CORE HOURS	SUPPLEMENTAL HOURS	DOCUMENTS
A	3: Schematic Design	0.00	0.00	Not Applicable

Please select one of the following actions:

☒ Approve ☐ Return for Edits ☐ Reject

I certify that:

I am the IDP mentor and have exercised "Direct Supervision" over the supplementary education documented by this intern.

He/She has demonstrated competent performance for the supplementary education reported herein.

I have read and understand the current IDP Guidelines, and I have read and intend to meet the expectations of the current IDP Supervisor Guidelines.

To the best of my knowledge, all the information submitted in this report is true and accurate.

☐ I agree to these terms

Confirm

Cancel

**Warning:** Your IDP eligibility date has not been established. Please refer to the "When Can I Start?" section of the IDP Guidelines for information on how to document your IDP eligibility date.

**Warning:** Hours entered exceed the core hour maximum allowable through any combination of supplementary education.

### Message Center Log

**2/26/2011 6:56:17 PM**

Alert email sent Demo User127.

**2/26/2011 6:56:17 PM**

George Jones has been confirmed as your mentor

**8/23/2010 5:32:36 PM**

Mentor identification e-mail sent to George Jones at kiolan@yahoo.com.

**8/23/2010 5:32:36 PM**

Demo User127 submits supplementary experience  
*Demo User127 comments: I did this with you please approve.*

# IDP Eligibility Dates

1. Enrollment in a NAAB/CACB-accredited degree program.
2. Enrollment in a pre-professional architecture degree program at a school that offers a NAAB/CACB-accredited degree program.
3. Employment in Work Setting A after obtaining a U.S. high school diploma, General Education Degree (GED) equivalent, or comparable foreign degree.

Only for experience on or after October 1<sup>st</sup>, 2010

# Supplementary Education

## **Core Hours**

- Design Competitions
- Community-Based Design Center/Collaborative
- CSI Certification Programs – CCS, CCCA
- Emerging Professionals Companion (EPC) “activities”
- NCARB’s Professional Conduct Monograph
- Site Visit With Mentor

## **Elective Hours**

- Advanced degrees
- AIA Continuing Education
- CSI CEN Approved Programs
- CSI Certificate Program – CDT
- Emerging Professionals Companion (EPC) “exercises”
- GBCI LEED AP®

# 2007 Practice Analysis of Architecture

NCARB conducted the 2007 Practice Analysis of Architecture to:

- Identify the tasks (88) and knowledge/skills (100) that are important for competent performance by recently licensed architects practicing independently
- Test specifications for the Architect Registration Examination® (ARE®)
- Knowledge/Skills required in Education
- Tasks and Knowledge/Skills acquired during internship
- Ensure that the IDP is based on up-to-date empirically derived data

# What is IDP 2.0?

## Work Settings

- Architect Supervisor - Comprehensive Practice of Architecture
- Architect Supervisor - Non-Comprehensive Practice of Architecture
- Foreign Architect - Foreign Practice of Architecture
- Registered Engineer
- Other - Person Experienced
- Full Time Teaching in NAAB Program
- Professional/Community Service

## IDP 2.0 Experience Settings

- Architecture Practice
- Other Work Settings
- Supplemental Experience





# What is IDP 2.0?

## **IDP Training Categories**

- Design and Construction Documents
- Construction Contract Administration
- Management
- Related Activities

## **IDP 2.0 Categories**

- Pre-Design
- Design
- Project Management
- Practice Management



# What is IDP 2.0?

## **IDP Training Categories and Areas**

### **A. Design and Construction Documents**

1. Programming
2. Site and Environmental Analysis
3. Schematic Design
4. Engineering Systems Coordination
5. Building Cost Analysis
6. Code Research
7. Design Development
8. Construction Documents
9. Specifications and Materials Research
10. Document Checking and Coordination

### **B. Construction Contract Administration**

11. Bidding & Contract Negotiation
12. Construction Phase—Office
13. Construction Phase—Observation

### **C. Management**

14. Project Management
15. Office Management

### **D. Related Activities**

16. Professional and Community Service

## **IDP 2.0 Categories and Experience Areas**

### **1. Pre-Design**

- a. Programming
- b. Site and Building Analysis
- c. Project Cost and Feasibility
- d. Planning and Zoning Regulations

### **2. Design**

- a. Schematic Design
- b. Engineering Systems
- c. Construction Cost
- d. Codes & Regulations
- e. Design Development
- f. Construction Documents
- g. Material Selection and Specification

### **3. Project Management**

- a. Bidding and Contract Negotiation
- b. Construction Administration
- c. Construction Phase: Observation
- d. General Project Management

### **4. Practice Management**

- a. Business Operations
- b. Leadership and Service

# What is IDP 2.0?

IDP Requirements (Categories/Experience Areas) You must acquire 5,600 hours to satisfy IDP experience requirements	Core (Minimum Hours)	Elective (Hours)
<b>Category 1: Pre-Design</b>	<b>260</b>	
A. Programming	80	
B. Site & Building Analysis	80	
C. Project Cost & Feasibility	40	
D. Planning & Zoning Regulations	60	
<b>Category 2: Design</b>	<b>2600</b>	
A. Schematic Design	320	
B. Engineering Systems	360	
C. Construction Cost	120	
D. Codes & Regulations	120	
E. Design Development	320	
F. Construction Documents	1200	
G. Material Selection & Specifications	160	
<b>Category 3: Project Management</b>	<b>720</b>	
A. Bidding & Contract Negotiation	120	
B. Construction Administration	240	
C. Constructive Phase: Observation	120	
D. General Project Management	240	
<b>Category 4: Practice Management</b>	<b>160</b>	
A. Business Operations	80	
B. Leadership & Service (Maximum Allowed: 320 Hours)	80	
<b>Total Hours</b>	<b>3740</b>	<b>1860</b>
<b>Percent</b>	<b>67%</b>	<b>33%</b>
Notes: No more than 1,860 elective hours can count for your IDP. All elective hours can be comprised of supplemental experience. A maximum of 40 hours can be accrued through EPC in each Core Minimum Experience Area.		

# What is IDP 2.0?

## **Experience Area 1.A. Programming:**

### **IDP 2.0 Tasks (2007 Practice Analysis)**

At the completion of your internship, you should be able to:

- Assess the client's needs, opportunities and constraints
- Develop and/or review a program with the client
- Develop a vision and goals for the project
- Develop or review client's design standards and guidelines
- Establish sustainability goals for the project
- Define the scope of the pre-design services

The background of the slide is an abstract composition of overlapping curved shapes in various shades of yellow and orange. The shapes create a sense of depth and movement, with some areas appearing lighter and others darker, suggesting a gradient or light source. The overall effect is warm and modern.

# What's Next?

**The IDP will continue to evolve!**

# Questions

- ☐ IDP
- ☐ IDP 2.0
- ☐ Committee on the IDP
- ☐ IDP Coordinators
- ☐ IDP Publications

Harry M. Falconer, Jr. AIA  
AP

*Director, IDP*  
202 461 2235

[hfalconer@ncarb.org](mailto:hfalconer@ncarb.org)

Nick Serfass, AIA, LEED

*Assistant Director, IDP*  
202 461 3943

[nserfass@ncarb.org](mailto:nserfass@ncarb.org)

## **Agenda Item K.3**

### **DISCUSS AND POSSIBLE ACTION REGARDING THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL ACADEMY FOR EMERGING PROFESSIONALS' PROPOSAL – 2011 ARCHITECTURAL EDUCATION SUMMIT**

At the Board's December 2010 meeting, a representative from The American Institute of Architects, California Council's (AIACC) Academy for Emerging Professionals (AEP) provided information regarding the 2011 Architectural Education Summit and asked for a Board member to participate in the initial planning for the event; Jon Baker agreed to participate.

AEP held its first summit planning committee meeting on January 27, 2011. Due to scheduling, Jeffrey Heller attended on Mr. Baker's behalf. On February 10, 2011, AIACC/AEP representatives updated Board staff on the planning committee meeting.

On February 28, 2011, the Professional Qualifications Committee was also provided with an update on the summit by AIACC President Anne Laird-Blanton. Ms. Laird-Blanton reported that the planning committee was made up of a diverse group of representatives, that the January planning meeting was productive, and that some of the summit objectives included: addressing California's need for a continuing supply of newly licensed architects; evaluating access to the profession; examining marketplace trends and barriers to the profession; examining the diversity of the profession in light of California's diversity; examining the architectural programs of community colleges, K-12 education, and alternative paths to licensure; and evaluating outreach and communication with regard to these issues. Additionally, Ms. Laird-Blanton reported that another meeting was scheduled to conduct additional planning for the summit (i.e., who will be speaking at the event, who will be attending, etc.). She also explained that a five year plan would be developed in order to document the current status of these issues and to produce some measureable goals. She reported that the summit would be held in late summer or fall of this year.

On March 9, 2011, another planning committee meeting (teleconference) was held. Mr. Baker participated in the call. The committee decided that the summit would need to be a reoccurring event and that the initial 2011 summit would serve as a strategic planning session. Representatives from the various stakeholder groups (accredited schools of architecture, community colleges, regulatory agencies, practitioners, student leadership, etc.) will be invited to come together and identify issues and metrics for change. It was determined that the 2011 summit will be held in the Fall of 2011 and the committee is considering partnering with other related entities to maximize attendance.

Thus, the first summit will serve as the vehicle to bring stakeholders to the table, take a long term approach to the issues at hand, and set in place a multi-year plan in an effort to bridge gaps between education and practice. The committee is scheduled to meet again at the end of March to finalize the list of attendees, re-work the agenda, and move forward with a more focused initial strategic planning event.

The Board will be provided with any additional updates, may provide additional feedback or comments, and may take action with regard to the Board's involvement with the summit.



## **Agenda Item L**

### **ENFORCEMENT PROGRAM**

1. Discuss and Possible Action on Enforcement Statistics
2. Preliminary Approval of Architect Consultant Contract

## **Agenda Item L.1**

### **DISCUSS AND POSSIBLE ACTION ON ENFORCEMENT STATISTICS**

At the California Architects Board's December 15, 2010 meeting, Board members requested that staff provide enforcement statistics concerning case aging. Board members further requested that the information provided would breakdown the enforcement cases into the various types of case outcome and the length of time each type took to process.

To that end, staff developed a table depicting the number and case aging of cases closed by the closure category. Staff also revised the bar graph presented at the last Board meeting into a two-bar graph showing a comparison of pending complaints by year received.

Board members are asked to review this statistical data for discussion and possible action.

#### **Attachments:**

1. Closed Cases January & February 2011
2. Comparison of Pending Complaints by Year Received

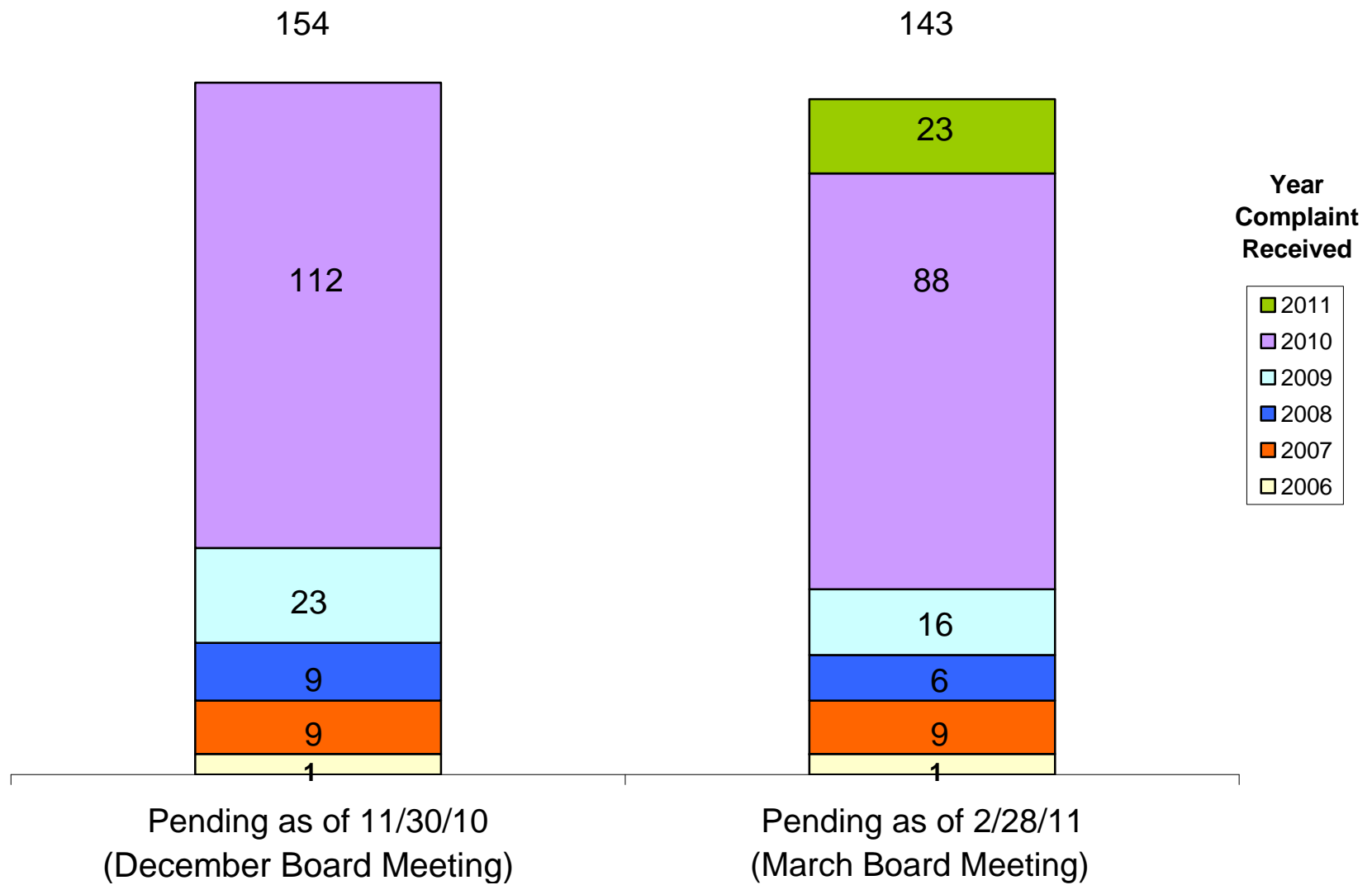


**Closed Cases  
January & February 2011**

<b>Closing Action</b>	<b>Number of Cases Closed</b>	<b>Average # of Days to Close</b>
<b>Citation</b> - practicing with expired license, practicing without license	3	321
<b>Cease &amp; Desist Compliance</b> - advertising & practicing without license	15	94
<b>Cease &amp; Desist Non-Compliance</b> - advertising	3	190
<b>Notice of Advisement-Licensee</b> - no Business Entity Report form, incomplete renewal, contract, willful misconduct	11	239
<b>Notice of Advisement-Unlicensed</b> - advertising, practicing without license	8	106
<b>Other</b> – (duplicate complaint from same complainant, complainant did not respond to request for more information)	2	53
<b>No Violation</b>	8	263

Complaints can allege a wide range of multiple violations, such as negligence, incompetence, contract violations, etc. Seemingly simple findings of “no violation” may require interviews of multiple parties (complainants, engineers, other architects, contractors, building departments, and other regulatory agencies), extensive reviews of construction drawings, review of hearing transcripts, etc.

## Comparison of Pending Complaints By Year Received



## **Agenda Item L.2**

### **REVIEW AND APPROVE ARCHITECT CONSULTANT CONTRACT**

One of the architect consultant contracts was set to expire on January 30, 2011. A Request for Proposal (RFP) for an architect consultant for fiscal years 2011/2012, 2012/2013, and 2013/2014 was advertised on December 7, 2010 on the Department of General Services' (DGS) Web site. Two proposals were received by the December 30, 2010 filing deadline.

The RFP Evaluation Committee, consisting of Doug McCauley, Executive Officer; Vickie Mayer, Assistant Executive Officer; and Hattie Johnson, Enforcement Officer, evaluated the proposals and awarded technical points based on selection criteria detailed in the RFP. The review process was managed by the Department of Consumer Affairs (DCA) Contracts Unit. One proposal received an overall score of 30 or more points from the first phase evaluation and qualified to proceed to the second phase evaluation, the oral interview.

On January 7, 2011, the Evaluation Committee interviewed the successful candidate and awarded technical points based on selection criteria contained in the RFP. Barry N. Williams was selected as the awardee of the contract.

On January 10, 2011, the Notice of Intent to Award announcing the consultant selected was posted, as required by law, in the Board office. On January 14, 2011, the award was protested by a proposer. The DCA Contracts Unit is processing the protest through the Office of Administrative Hearings (OAH). While the protest is pending, the current architect consultant contract was extended to July 31, 2011 to provide no interruptions in service.

The DCA Contracts Unit also prepared a draft of the contract awarding the contract to Mr. Williams which will require DCA and DGS approval should the protest be denied by OAH.

At this meeting, the Board is asked to conditionally approve the attached architect consultant contract if the protest is denied.

Attachments:

1. Architect Consultant Contract (draft)

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
STD 213 (Rev 09/01)

AGREEMENT NUMBER  
REQ0005245

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Consumer Affairs, California Architects Board (CAB)

CONTRACTOR'S NAME

Barry N. Williams Architect

2. The term of this Agreement is: February 1, 2011 or Upon Approval through January 31, 2014  
(whichever is later)

3. The maximum amount of this Agreement is: \$240,000.00  
(two hundred forty thousand dollars and zero cents)

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	3 pages	
Attachment I – Contractor's Proposed Methods & Procedures	5 pages	
Attachment II – Contractor's Resume	2 pages	
Exhibit B – Budget Detail and Payment Provisions	2 pages	
Attachment I – Cost Proposal	1 page	
Exhibit C – General Terms and Conditions*	<u>GTC 610</u>	<u>6/9/2010</u>
	(Number)	(Dated)
Exhibit D – Special Terms and Conditions	1 page	
Exhibit E – Additional Terms and Conditions	2 page	

Items shown with an Asterisk (\*) are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Barry N. Williams Architect

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Barry N. Williams

ADDRESS

3256 Seminole Circle  
Fairfield, CA 94534

**STATE OF CALIFORNIA**

AGENCY NAME

Department of Consumer Affairs, California Architects Board

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Pam Wortman, Deputy Director

ADDRESS

1625 N. Market Blvd., Suite S-103  
Sacramento, CA 95834

California Department of General  
Services Use Only

☐ Exempt per:

## EXHIBIT A

### SCOPE OF WORK

1. The Contractor shall provide the Department of Consumer Affairs (DCA), California Architects Board (CAB) with architect consulting services as described herein.
2. The services shall be performed at the CAB located at 2420 Del Paso Road, Suite 105, Sacramento CA 95834.
3. The services shall be held during normal working hours, Monday through Friday, except State observed holidays.
4. The project coordinators during the term of this agreement shall be:

Department of Consumer Affairs  
California Architects Board  
Name: Hattie Johnson  
Phone: (916) 575-7203  
Fax: (916) 575-7283

Barry N. Williams Architect  
Name: Barry N. Williams  
Phone: (925) 381-3456

Direct all agreement inquiries to:

Department of Consumers Affairs  
Contracts Unit  
Attention: Brian Dawley  
Address: 1625 N. Market Blvd., Suite S-103  
Sacramento, CA 95834  
Phone: (916) 574-7296  
Fax: (916) 574-8658

Barry N. Williams Architect  
Name: Barry N. Williams  
Address: 3256 Seminole Circle  
Fairfield, CA 94534  
Phone: (925) 381-3456

5. The Contractor will provide the following architect consulting services:
  - A. Complaint Analysis Respond to, analyze, and resolve the more technical consumer complaints concerning deceptive, incompetent, or negligent acts of licensed or unlicensed persons. Meet with investigators and help plan investigations. Mediate complaints between architects and clients when technical issues are involved.
  - B. Disciplinary Actions Assist in the development of disciplinary cases, prepare reports of findings to the CAB, and testify as an expert witness on behalf of the CAB. Meet with Deputy Attorneys General and help prepare disciplinary cases.

- C. Technical Inquiries Respond to technical inquiries from the public, profession, and building officials throughout the State by telephone, in person, or in writing.
- D. Analysis and Research Analyze and research issues and trends affecting consumer protection. Make recommendations to the executive officer and the CAB regarding conclusions.
- E. Building and Planning Department Contact Participate in the current Building and Planning Department Contact Program. Directly contact each building and planning department in the State during the term of the contract. Keep building and planning officials updated concerning the regulation of the practice of architecture. Approximately thirty percent (30%) of the time specified in the contract is to be spent in the Building and Planning Department Contact Program. (Typically each year the architect consultant has met with more than 200 building and planning officials throughout the State.)
- F. Education and Public Relations Assist in the CAB's and Department of Consumer Affairs' consumer education programs; provide update training on architectural licensing matters to other members of the profession; appear at conferences, seminars, etc. to provide information on the CAB's rules; and draft newsletter articles, press releases, and bulletins on matters concerning technical professional issues. Assist in training investigators from the DCA's Division of Investigation.
- G. Board Consultation Provide input to the CAB on matters requiring technical expertise, provide technical review of complaints to enforcement staff and committee members, and assist the development of rules and regulations.
- H. Training Attend training courses, classes and seminars, as required and approved by the CAB Executive Officer. Time attending such courses, classes, and seminars will be billed at the same hourly rate as contracted.
- I. Travel Travel as required and approved by the CAB Executive Officer throughout the State to conduct seminars; meet with building and planning officials; testify at hearings; and attend committee meetings, Board meetings, training courses, classes, and seminars will be reimbursed. Travel time shall only include time en route and will be billed at the same hourly rate as contracted. Travel time/expenses spent traveling to/from the Sacramento CAB Office will not be reimbursed. Reimbursement for approved travel (i.e., transportation, meals, accommodations, related expenses, etc.) shall be paid in accordance with the State Department of Personnel Administration rules and regulations.
- J. Working Conditions The architect consultant will perform work in the CAB's office in Sacramento as needed in the Enforcement Program and agreed upon with the Executive officer. The architect consultant will not be allowed to use subcontractors or assign work to others in lieu of his/her direct consultant services. All support staff, equipment, and supplies needed to perform these duties will be supplied by the CAB.

6. The Contractor's Proposed Methods & Procedures is hereby attached and marked Exhibit A, Attachment I and incorporated herein.

## EXHIBIT B

### **BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **INVOICING AND PAYMENT:** For services satisfactorily rendered and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein.

Itemized invoices shall include the Agreement Number and be submitted, in triplicate, not more frequently than monthly in arrears to:

Hattie Johnson, Enforcement Officer  
California Architects Board  
Agreement Number: REQ0005245  
2420 Del Paso Blvd., Suite 105  
Sacramento, CA 95834

2. **BUDGET CONTINGENCY CLAUSE:** It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State, or offer an Agreement Amendment to Contractor to reflect the reduced amount.

3. **PROMPT PAYMENT CLAUSE:** Payment will be made in accordance with and within the time specified in Government Code, Chapter 4.5 (commencing with Section 927).
4. **COST BREAKDOWN:**

Contractor will charge at an hourly rate of \$70.00. Contractor's Cost Proposal is hereby attached and marked Exhibit B, Attachment 1.

Fiscal Year	\$70.00 per hour x 1100 hours annually	Expense Compensation	FY Total
FY 2010/2011	\$32,200.00	\$1,250.00	\$33,450.00
FY 2011/2012	\$77,000.00	\$3,000.00	\$80,000.00
FY 2012/2013	\$77,000.00	\$3,000.00	\$80,000.00
FY 2013/2014	\$44,800.00	\$1,750.00	\$46,550.00
<b>Total Contract Amount</b>			<b>\$240,000.00</b>



5. PAYMENT CRITERIA

The architect consultant shall be reimbursed for his/her services monthly, based on the number of hours worked, and for any travel, training, registration, membership, and related expenses as determined by CAB. The invoice shall be submitted in triplicate and include the contract number, detail of the tasks performed, hours and time period of service and amount due. The State shall retain ten percent (10%) out of each payment pending satisfactory completion of the contract or upon satisfactory completion of separate and distinct tasks as provided in Section 10346 of the Public Contract Code. The Contractor must invoice the DCA, CAB to obtain the 10% withheld payment after completing each task/project as outlined herein.

6. EXPENSE COMPENSATION

(Authority – Business and Professions Code, Section 5528 (a) and (b))

\$3,000.00 per fiscal year will be allocated to reimburse expenses incurred at the request of the Executive Officer for applicable expenses such as the International Conference of Building Officials (ICBO), California Building Officials (CALBO), CALBO Annual Business Meeting Registration, ICBO Annual Business Session, American Institute of Architects California Council (AIACC). Reimbursed expenses will also include the following:

- travel expenses
- training fees
- organizational dues
- membership dues
- registration fees
- related expenses

7. TRAVEL AND PER DIEM REIMBURSEMENTS

All travel will be reimbursed at the exempt travel rates in accordance with California Code of Regulations, Title 2, Chapter 3, Article 2, Section 599.619.

Travel time shall be billed at the same hourly rate as contracted.

All purchases and/or rentals must be provided on an itemized invoice for reimbursement. Meals and lodging per diem shall be reimbursed in accordance with State Department of Personnel Administration rules and regulations. Itemized receipts are required for reimbursements.

## EXHIBIT D

### SPECIAL TERMS AND CONDITIONS

1. LIABILITY FOR NONCONFORMING WORK: The Contractor will be fully responsible for ensuring that the completed work conforms to the agreed upon terms. If nonconformity is discovered prior to the Contractor's deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If the nonconformity is discovered after the deadline for the completion of project, the State, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing the State for any additional expenses incurred to cure such defects.
2. SETTLEMENT OF DISPUTES: In the event of a dispute, Contractor shall file a "Notice of Dispute" with Department of Consumer Affairs, Director or his/her designee within ten (10) days of discovery of the problem. Within ten (10) days, the Director or his/her designee shall meet with the Contractor and Project Manager for purposes of resolving the dispute. The decision of the Director or her designee shall be final.

In the event of a dispute, the language contained within this agreement shall prevail over any other language including that of the bid proposal.

3. AGENCY LIABILITY: The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
4. IMPRACTICABILITY OF PERFORMANCE: This Contract may be suspended or cancelled, without notice at the option of the Contractor, if the Contractor's or State's premises or equipment is destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.
5. LICENSES AND PERMITS: The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Contract.

In the event any license(s) and/or permits(s) expire at any time during the term of this Contract, Contractor agrees to provide the State a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permits(s), the State may, in addition to any other remedies it may have, terminate this Contract upon occurrence of such event.

## EXHIBIT E

### ADDITIONAL TERMS AND CONDITIONS

1. RIGHT TO TERMINATE: The State reserves the right to terminate this Contract subject to 30 days written notice. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein.

However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State's notification to the Contractor.

2. LIABILITY FOR LOSS AND DAMAGES: Any damages by the Contractor to the State's facility including equipment, furniture, materials or other State property will be repaired or replaced by the Contractor to the satisfaction of the State at no cost to the State. The State may, at its option, repair any such damage and deduct the cost thereof from any sum due Contractor under this Contract.
3. CONFIDENTIALITY OF DATA: No reports, information, inventions, improvements, discoveries, or data obtained, repaired, assembled, or developed by the Contractor pursuant to this Contract shall be released, published, or made available to any person (except to the State) without prior written approval from the State.

Contractor by acceptance of this Contract is subject to all of the requirements of California Civil Code Sections 1798, et seq., regarding the collections, maintenance, and disclosure of personal and confidential information about individuals.

4. EXCISE TAX: The State of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. California may pay any applicable sales or use tax imposed by another state.
5. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE): The State has determined that the DVBE participation goals for this Contract are exempt. However, the Contractor may use DVBE's and report the participation to the State.
6. EVALUATION OF CONTRACTOR: Performance of the Contractor under this agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet, Std. 4 and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over \$5,000.00.
7. TRAVEL EXPENSES: All travel will be reimbursed at the exempt travel rates in accordance with the California Code of Regulations Title 2, Chapter 3, Article 2, section 599.619.

8. PROGRESS PAYMENT: Progress payments are permitted for tasks completed under this contract. Ten percent (10%) of the invoiced amount shall be withheld pending final completion of each task. Any funds withheld with regard to a particular task may be paid upon completion of that task. The Contractor is responsible for billing the DCA for the withheld amount.



## **Agenda Item M**

### **WESTERN CONFERENCE OF ARCHITECTURAL REGISTRATION BOARDS (WCARB)**

1. NCARB update.
2. Review of the 2011 Joint Regional Annual Meeting of WCARB.
3. Discuss and Possible Action on National Council of Architectural Registration Boards (NCARB) Resolutions.
4. Discuss and Possible Action on 2011 Elections.

## **Agenda Item M.1**

### **NCARB UPDATE**

Board member Jon Baker will provide an update on the latest NCARB news and information to the Board.

## **Agenda Item M.2**

### **REVIEW OF THE 2011 JOINT REGIONAL MEETING OF WCARB**

The 2011 Joint Regional Meeting of WCARB is being held as a joint meeting with Regions One, Four, and Six on March 24-26, 2011 in Cleveland, Ohio.

The Board is asked to review and discuss the relevant issues for the meeting.

## **Agenda Item M.3**

### **DISCUSS AND POSSIBLE ACTION ON NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS RESOLUTIONS**

The Board will discuss resolutions that will be acted upon at the 2011 NCARB Annual Meeting and Conference.

Attached are the draft resolutions.



N C A R B

DRAFT  
OF THE  
RESOLUTIONS  
TO BE  
ACTED UPON  
AT THE  
2011 ANNUAL MEETING  
AND  
CONFERENCE

M A R C H 2 0 1 1

*Draft of the Resolutions to be Acted Upon at the  
2011 Annual Meeting and Conference*  
National Council of Architectural Registration Boards  
1801 K Street NW, Suite 700K  
Washington, DC 20006  
202/783-6500  
[www.ncarb.org](http://www.ncarb.org)

**RESOLUTION 2011-A**

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *Legislative Guidelines, Model Law and Model Regulations* Amendments – Changes to Continuing Education Requirements

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that the second paragraph of Section 4 of the *Model Law* be amended to read as follows:

“A registered architect must demonstrate ~~professional development~~ completion of annual continuing education activities, ~~since the architect’s last renewal or initial registration, as the case may be;~~ † The Board shall by regulation describe ~~professional development~~ such activities acceptable to the Board and the ~~form of~~ documentation of such activities required by the Board. The Board may decline to renew a registration if the architect’s ~~professional development~~ continuing education activities do not meet the standards set forth in the Board’s regulations.”

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to add the following in appropriate alphabetic order:

**“Continuing Education (CE)**

Continuing education is intended to assure that all registered architects regularly increase or update their knowledge of and thereby become more competent in technical and professional subjects related to the practice of architecture to safeguard the public’s health, safety, and welfare.”

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition of “Professional Development Unit” as follows:

**“Professional Development Unit Continuing Education Hour (CEH)**

One continuous instructional hour ~~(50 to 60 minutes of contact)~~ spent in ~~either~~ Structured Educational Activities ~~or Individually Planned Activities~~ intended to increase or update the architect’s knowledge and competence in Health, Safety, and Welfare Subjects. If the ~~vendor-provider~~ of the Structured Educational Activities prescribes a customary time for completion of such an Activity, then such prescribed time shall, unless the Board finds the prescribed time to be unreasonable, be accepted as the architect’s time for ~~Professional Development Unit~~ Continuing Education Hour purposes irrespective of actual time spent on the activity.”

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition “Structured Educational Activities” as follows:

**“Structured Educational Activities**

~~Educational activities in which the teaching methodology consists primarily of the systematic presentation of at least 75 percent of an activity’s content and instructional time must be devoted to acceptable Health, Safety, and Welfare Subjects related to the practice of architecture, including courses of study or other activities under the broad categories and areas identified as Health, Safety and Welfare Subjects and provided by qualified individuals or organizations, including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner, whether delivered by direct contact or distance learning methods.”~~

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to delete the existing definition “Individually Planned Educational Activities” as follows:

**“Individually Planned Educational Activities**

~~Educational activities in which the teaching methodology primarily consists of the architect himself/herself addressing Health, Safety, and Welfare Subjects, which are not systematically presented by others, including reading or writing articles on such Subjects; studying or researching building types, designs or building systems; rendering services to the public, advancing the profession’s and the public’s understanding of the practice of architecture; and the like.”~~

**FURTHER RESOLVED**, that Section 100.006, Terms Defined Herein, of the *Model Regulations* be amended to revise the existing definition “Health, Safety, and Welfare Subjects” as follows:

**“Health, Safety, and Welfare Subjects**

~~Technical and professional subjects, which the Board deems appropriate intending to safeguard the Public, ’s health, safety, and welfare. Such subjects include building design; sustainable design; environmental or land use analysis; life safety; architectural programming; site and soils analysis; accessibility; structural systems considerations; lateral forces; building codes; evaluation and selection of building systems, products or materials; construction methods; contract documentation; construction administration; and the like. These subjects are necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment and include the following broad categories and areas:~~

LEGAL: Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public

TECHNICAL: Surveying, Structural, Mechanical, Electrical, Communications, Fire Protection, Controls

ENVIRONMENTAL: Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation

OCCUPANT COMFORT: Air Quality, Lighting, Acoustics, Ergonomics

MATERIALS and METHODS: Building Systems, Products, Finishes, Furnishings, Equipment

PRESERVATION: Historic, Reuse, Adaptation

PRE-DESIGN: Land Use Analysis, Programming, Site Selection, Site and Soils Analysis

DESIGN: Urban Planning, Master Planning, Building Design, Site Design, Interiors, Safety and Security Measures

CONSTRUCTION DOCUMENTS: Drawings, Specifications, Delivery Methods

CONSTRUCTION ADMINISTRATION: Contracts, Bidding, Contract Negotiations

**FURTHER RESOLVED**, that Section 100.703 of the *Model Regulations* be amended as follows:

**“100.703 Renewal**

**[Describe terms, including fee with cross reference to 100.107, citing applicable statute.]**

**[The Board may require that each registered architect demonstrate ~~professional development~~ continuing education by including the following provisions.]**

~~Continuing Education Professional Development Requirements. To renew registration, i~~  
~~In addition to all other requirements for registration renewal, an architect must have~~  
~~acquired complete a minimum of 12 Continuing Education Hours each calendar year~~  
~~Professional Development Units for each 12-month period since his/her last renewal or~~  
~~initial registration as the case may be or be exempt from these continuing education~~  
~~professional development requirements all as provided below. Failure to comply with~~  
~~these requirements shall may result in non-renewal of the architect’s registration.~~

- (A) ~~Professional Development Units. Continuing Education Hours. Within any 12-~~  
~~month period during which 12 Professional Development Units must be acquired,~~  
~~at least eight Professional Development Units shall be 12 Continuing Education~~  
~~Hours must be completed in Health, Safety, and Welfare Subjects acquired in~~  
~~Structured Educational Activities, and the remaining four Professional~~  
~~Development Units shall be in Health, Safety, and Welfare Subjects but may be in~~  
~~either Structured Educational Activities or in Individual Planned Educational~~  
~~Activities. Professional Development Units need not be acquired within this~~  
~~jurisdiction, but Continuing Education Hours may be acquired at any location.~~  
~~Excess Continuing Education Hours may not be credited to a future calendar year.~~

~~[Note: for jurisdictions having renewal periods of longer than one year adjust numbers accordingly.]~~

- (B) Reporting and Recordkeeping. An architect shall complete and submit forms ~~prescribed or accepted as required~~ by the Board certifying to the architect's having ~~acquired completed~~ the required ~~Professional Development Units Continuing Education Hours~~. Forms may be audited by the Board for verification of compliance with these requirements. ~~Evidence of compliance Documentation of reported Continuing Education Hours~~ shall be maintained by the architect for ~~two five~~ years ~~from the date of award after submission of the form to which it relates~~. If the Board disallows any ~~Professional Development Units, unless Continuing Education Hours the Board finds following a notice and hearing that the architect willfully disregarded these requirements, then~~ the architect shall have ~~six months~~ 45 days from notice of such disallowance either to provide further evidence of having ~~acquired completed~~ the ~~Professional Development Units Continuing Education Hours~~ disallowed or to ~~cure remedy~~ the disallowance by ~~acquiring completing~~ the required number of ~~Professional Development Units Continuing Education Hours~~ (but such ~~Professional Development Units Continuing Education Hours~~ shall not again be used for the next ~~renewal~~ calendar year). ~~If the Board finds, after proper notice and hearing, that the architect willfully disregarded these requirements or falsified documentation of required Continuing Education Hours, the architect may be subject to disciplinary action in accordance with the Board regulations.~~
- (C) Exemptions. An architect shall not be subject to these requirements if:
1. The architect has been granted emeritus or other similar honorific but inactive status by the Board; or
  2. The architect otherwise meets all renewal requirements and is ~~a civilian called to active military service duty in the armed forces of the United States for a significant period of time, has a serious medical condition is ill or disabled for a significant period of time, or can demonstrate to the Board other like hardship, then upon the Board's so finding, the architect may be excused from some or all of these requirements;~~ or
  3. ~~The architect otherwise meets all renewal requirements and is registered in any other jurisdiction having continuing professional development requirements which the architect has met, provided that such other jurisdiction accepts satisfaction of this jurisdiction's continuing professional development requirements as meeting its own."~~

## SPONSORS' STATEMENT OF SUPPORT

Chaos and confusion have dominated the debate over continuing education for architects for the past several years. Requirements, terminology, types of hours, number of hours, and renewal dates are literally all over the map as almost every jurisdiction now has some form of continuing education requirement. The resolution being presented is a result of the Committee on Professional Development, the Member Board Executives Committee, and the Committee on Procedures and Documents working together, analyzing, and discussing the current situation in order to standardize continuing education requirements.

Since all jurisdictions are charged with protecting the public's health, safety and welfare, NCARB's *Model Law* and *Model Regulations* only concern health, safety, and welfare (HSW) continuing education. Professional development, as it applies to the *Model Law* and *Model Regulations* should be more accurately termed "continuing education," the term used by most jurisdictions in their current laws and regulations.

Despite the variety of renewal requirements imposed by jurisdictions, the committees tried to remedy the difficult issue of mutual acceptance whereby a particular jurisdiction accepts another jurisdiction's requirements. They determined that the language in the *Model Regulations* should be simplified to allow an architect who has met all mandatory continuing educational requirements and is in good standing in one jurisdiction requiring a minimum of 12 continuing education hours per calendar year in HSW subjects acquired in structured educational activities to have met the mandatory continuing education requirements. Any registrant of a jurisdiction will still be subject to that jurisdiction's auditing policies with respect to continuing education requirements.

Since 34 jurisdictions currently require an average of 12 hours per year, the committees also concluded that 12 HSW continuing education hours cited in NCARB's *Model Regulations* was appropriate. However, the way adults learn in the 21st century is very different than that of the previous century. As a result, the committees offered to expand the definition of "structured educational activities" to include both direct contact and distance learning methods, which could include webinars, podcasts, etc. The committees dropped the term "individually planned educational activity" since it is difficult to evaluate the learning objectives, accomplishments, and time devoted to the individually planned educational activity.

The committees determined that the *NCARB Model Regulations* should not allow for any carry-over of continuing education hours earned during a previous calendar year. Under the proposed model regulations there is no justification for carry-over of CEHs. The committees also agreed on 45 days as a reasonable period to make up for any disallowed continuing education hours, and that a reasonable period for record retention would be five years from the date the continuing education hours were awarded.

The committees did not feel it realistic to try to define health, safety, and welfare, but instead chose to broaden HSW categories and subjects found in the *NCARB Model Regulations*, AIA's provider manual, and in a variety of jurisdictional regulations. The subjects are aligned with those used for the Intern Development Program (IDP) and Architect Registration Examination® (ARE®), as directed by the Practice Analysis and should reinforce the competence of practitioners in the same areas where the competence of emerging professionals is initially required.

When approved and implemented by the Member Boards, this resolution will lead to greater standardization of continuing education requirements, improved course content and quality, and simplified record keeping processes for Member Boards, while easing the burden for practitioners licensed in multiple jurisdictions.

**RESOLUTION 2011-B**

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *Model Regulations* Amendment – Changes to the IDP Training Requirements for Initial Registration Standards

**SUBMITTED BY:** Council Board of Directors

**RESOLVED,** that Section 100.301 (B) of the *Model Regulations* be amended to read as follows:

“(B) Other experience may be substituted for the registration requirements set forth in 100.303—~~304~~ only insofar as the Board considers it to be equivalent to or better than such requirements. The burden shall be on the applicant to show by clear and convincing evidence the equivalency or better of such other experience.”

**SPONSORS’ STATEMENT OF SUPPORT:**

By striking the reference to 100.304, where the Training Requirement is described, this Resolution retains the ability for jurisdictions to have provisions in their regulations for educational equivalencies, and deletes the provisions for training equivalencies. At present the *NCARB Model Regulations* recommend allowing a person seeking initial licensure to demonstrate equivalent experience for meeting both the Education Requirement (accredited degree or equivalent) and the Training Requirement (IDP or five years equivalent experience as a registered architect). All jurisdictions now accept IDP and there is no longer any reason for NCARB to suggest that jurisdictions have equivalents to the IDP. Since the ARE is uniformly recognized, there is no equivalency to the ARE. The IDP is easily accessible to everyone online, and encouraging individual jurisdiction variants to the IDP fosters confusion and later dissatisfaction when an individual becomes registered under a local variant and thereafter is denied NCARB certification.

## **RESOLUTION 2011-C**

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *Handbook for Interns and Architects* Amendment – Modifications to BEA Requirements

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that paragraph A. under “Education Requirement, Alternative to a Professional Degree” of Chapter 1 of the *Handbook for Interns and Architects* be amended to read as follows:

- “A. Satisfaction of NCARB’s Broadly Experienced Architect program, which permits an applicant with the required years of comprehensive practice architectural experience gained while holding a registration issued by any U.S. jurisdiction in which the applicant exercised responsible control within a U.S. jurisdiction while registered in such jurisdiction to demonstrate that a combination of education and/or comprehensive practice architectural experience satisfies all of his/her education deficiencies with respect to the *NCARB Education Standard* set forth in the *Education Guidelines*. The required years are:
- Six years for architects who hold a pre-professional degree in architecture awarded by a U.S.-regionally accredited institution or the Canadian equivalent, or
  - Eight years for architects who hold any other baccalaureate or higher degree, or
  - Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.”

### **SPONSORS’ STATEMENT OF SUPPORT:**

As a result of Broadly Experienced Architect Committee’s work to develop an alternative method to verify an applicants’ responsibility and eliminate the interview, and its ongoing review of the program’s fairness, rigor, and effectiveness, the committee identified an inconsistency in program terminology and the need for clear and consistent language. The term “comprehensive architectural experience” is vague and inconsistent with program requirements that require an applicant to be responsible for all work submitted in the dossier. This is especially critical in the transition to the new process in which authorship and responsibility will be verified through alternate methods rather than the interview. Also, “comprehensive architectural experience” is often confused with pre-registration experience and/or internship experience.

Clarifying that the BEA program requires “comprehensive practice” rather than “comprehensive architectural experience” and qualifying that the applicant must be in “responsible control” are necessary for consistency with program requirements and review criteria. Consistency of program language and clarity of program information and requirements will enhance program defensibility.



## **RESOLUTION 2011-D**

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *Handbook for Interns and Architects* Amendment – Requirements for Certification of Foreign Architects

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that paragraph “General” in Chapter 3 of the *Handbook for Interns and Architects* be amended to read as follows:

“A “Foreign Architect” is an individual who holds a current registration, ~~license or certificate~~ in good standing in a country other than the United States or Canada ~~allowing him/her~~ which allows such individual to use the title “architect” and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of his/her national jurisdiction) in that country. A Foreign Architect may be granted an NCARB Certificate by meeting the requirements set forth in Chapter 1, under a mutual recognition agreement ratified by the Member Boards, or under the procedures set forth in this chapter. Such Certificate shall mean that NCARB recommends registration be granted to the NCARB Certificate holder by any NCARB Member Board without further examination of credentials.”

### **SPONSORS’ STATEMENT OF SUPPORT:**

In reviewing program literature for consistency and in responding to inquiries from foreign architects, the Broadly Experienced Architect Committee and staff have become aware of a discrepancy between the definition of foreign architect in the *Handbook for Interns and Architects* and the definition in the *Legislative Guidelines*. The *Handbook for Interns and Architects* defines a foreign architect as “an individual who holds current registration, license, or certificate...” This has lead to confusion for foreigners who may not have a license, but may hold a different type of credential or certification (such as MCIAT – Member Chartered Institute of Architectural Technologists of the UK).

In addition, the current definition in the *Handbook for Interns and Architects* does not include “...which allows him/her to use the title ‘architect’...” Including this phrase in the definition will clarify that individuals who may have met requirements in their country for a type of credential may not be allowed to use the title “architect” in their country and therefore do not meet NCARB’s definition of foreign architect. Consistency of program-related language and definitions is necessary to maintain program defensibility. This will provide a foundation upon which to satisfy program eligibility requirements and ensure that program language effectively and consistently addresses the objectives of the Broadly Experienced Foreign Architect (BEFA) program.

## RESOLUTION 2011-E

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *Handbook for Interns and Architects* Amendment – Correction of ARE 4.0 Exam Equivalents

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that existing footnotes 1 through 4 of the chart of Exam Equivalents in Chapter 5 of the *Handbook* be deleted and footnotes 5 and 6 be renumbered and revised to read as follows:

- ~~“1—If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination I or Qualifying Test A.~~
- ~~2—If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test C.~~
- ~~3—If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test B.~~
- ~~4—If you do not hold a NAAB-accredited or CACB-accredited or certified degree you must also have passed Equivalency Examination II or Qualifying Test D.~~
- 51 If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December ~~1978~~1977, and you were registered on or before March 1, ~~1979~~1978, you need not have passed examination in Site Planning.
- 62 If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December ~~1978~~1977, and you were registered on or before March 1, ~~1979~~1978, you need not have passed examination in Building Planning and Building Technology.”

## STATEMENT OF SUPPORT

These footnotes have reflected NCARB’s position on examination deficiencies for the period of 1973 – 1978 when some jurisdictions did not require the Qualifying Tests or Equivalency Exams in addition to the Professional Exam. Staff has noted that footnotes 1 through 4 are unnecessary in light of the existing language in Section 4A of Chapter 1 of the *Handbook*, which provides that an applicant may still be certified if the applicant had an examination deficiency but the “examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB’s judgment, compensated for by your demonstration of competency in the deficient area.” Further, the Committee on Procedures and Documents has accepted a recommendation from staff to correct the dates in footnotes 5 and 6.

**RESOLUTION 2011-F**

Supported by the Council Board of Directors (\_-\_)

**TITLE:** *Handbook for Interns and Architects* Amendment – Reinstatement of Revoked Certificate

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that the paragraph “Reinstating a Certificate” of Chapter 6 of the *Handbook for Interns and Architects* be amended to read as follows:

“NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied. ~~An applicant for reinstatement must meet eligibility standards for certification in effect at the time of reinstatement and pay all outstanding fees.~~”

**SPONSORS’ STATEMENT OF SUPPORT:**

This change makes the *Handbook* consistent with the Council’s *Bylaws*, which have no requirement that current “eligibility standards” be met at the time of reinstatement. The current meaning of this language is not clear. “Eligibility” is typically determined by Member Boards in the context of taking the ARE. “Standards” typically refer to the Council’s requirements that a Certificate holder graduate from an accredited program in architecture or satisfy the Broadly Experienced Architect (BEA) program, satisfy the Intern Development Program (IDP) or have an equivalent five years experience as a registered architect, and pass all divisions of the Architect Registration Examination® (ARE®). The Committee on Procedures and Documents recommends that the sentence be deleted from the *Handbook*.

**RESOLUTION 2011-G**

Supported by the Council Board of Directors (\_-\_)

**TITLE:** *Handbook for Interns and Architects* Amendment – Definition of “In Process”

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that the paragraph “Changes to NCARB Certification Requirements” in Chapter 4 of the *Handbook for Interns and Architects* be amended to read as follows:

“NCARB requirements for certification as set forth in this *Handbook* may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1, following the close of the Annual Meeting or such later date identified in the change and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification. Applicants that fail to complete the NCARB certification process within five years will not be considered “in process” and will be required to satisfy current certification requirements.”

**SPONSORS’ STATEMENT OF SUPPORT**

When an applicant is “in process” is not now clearly defined in the *Handbook*. The proposed amendment makes clear that an applicant must complete the certification process within a five year period after the date of application. If the applicant fails to do so, the applicant will be required to meet the current requirements for certification; not those that existed on the date of their application. The Committee on Procedures and Documents recommends this change and believes that, with advances made in the management of applications for certification, that five years is a reasonable amount of time to expect an applicant to complete the process.

**RESOLUTION 2011-H**

Supported by the Council Board of Directors (\_-\_)

**TITLE:** *Bylaws* Amendment – Membership Dues

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that Section 1(A) of Article XI of the *Bylaws* be amended to read as follows:

~~“A. Membership dues: Effective July 1, 2004, annual membership dues from each Member Board will be \$3,500; and effective July 1, 2005, \$4,000; effective July 1, 2006, \$4,500; effective July 1, 2007, \$5,000; effective July 1, 2008, \$5,500, and effective July 1, 2009, \$6,000.~~

A. Membership dues: Effective July 1, 2013, annual membership dues from each Member Board will be \$6,500; and effective July 1, 2014, \$7,000; effective July 1, 2015, \$7,500; effective July 1, 2016, \$8,000; effective July 1, 2017, \$8,500.”

**SPONSORS’ STATEMENT OF SUPPORT:**

The last dues increase, adopted in 2002, was for \$500 per year for six years through July 1, 2009. There was no dues increase for the current fiscal year nor is one proposed until fiscal year 2014. Member Board dues are proposed to increase \$500 per year for five years beginning July 1, 2013. This will give Member Boards two years advance notice to address state appropriation processes.

Current dues of \$6,000 per year cover only a minor portion of the services provided to Member Boards. The increase in dues will support in part the costs of completing the essential technology upgrades to the examination software, the development and implementation of new records management systems necessary to facilitate the licensing process, and facilitation of the practice analysis to ensure alignment of the Council’s education, internship, and examination programs with the requirements of independent practice. All of these activities provide a strong foundation necessary for the role the architect plays in the protection of the health, safety, and welfare of the public.

**RESOLUTION 2011-I**

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *Bylaws* Amendment – Audit Committee

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that Article VII of the *Bylaws* be amended by adding a new Section 9 at the end thereof as follows:

“SECTION 9. *Audit Committee.* The Audit Committee, appointed in the same manner and with the same term as all other committees, shall consist of the Treasurer, who shall serve as the chair of the Committee, one additional Executive Committee Member, and from one to three additional members of the Board of Directors who are not members of the Executive Committee. The Audit Committee shall report to the Board and shall be responsible for overseeing the Council’s financial controls and auditing, including receiving the annual audit and considering the items of internal accounting control that arise from the audit, from personnel changes and from the implementation of changes in policies that affect internal financial controls. The Audit Committee shall annually select and engage an independent auditor of the Council’s financial records.”

**FURTHER RESOLVED**, that Article VII, Section 8 (Executive Committee), paragraph D of the *Bylaws* be amended to read as follows:

“D. prior to the start of the new fiscal year of the Council, prepare a budget for the next fiscal year for presentation to the Council Board of Directors; periodically review the budget, investments, financial policies ~~procedures~~, and financial positions of the Council and make recommendations concerning the same to the Council Board of Directors for appropriate action ~~and serve as the audit committee of the Council.~~”

**SPONSORS’ STATEMENT OF SUPPORT:**

Establishing an Audit Committee is consistent with best practices that are emerging for non-profit organizations and will allow the Executive Committee to focus on financial policies and other strategic issues while a separate Audit Committee oversees the audit and internal financial controls. It is expected that service on the Audit Committee will also expose more regional directors to how the Council manages its financial affairs.

**RESOLUTION 2011-J**

Supported by the Council Board of Directors (\_-\_)

**TITLE:** *Bylaws* Amendment – Treasurer’s Responsibilities

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that Article VIII, Section 10 of the *Bylaws* be amended to read as follows:

“SECTION 10. Treasurer. The Treasurer shall ~~have, subject to the direction of the Board of Directors, generally oversee general charge of~~ the financial affairs of the Council and be the primary liaison of the Council Board of Directors with the chief financial officer of the Council. The Treasurer shall report to the Council Board of Directors and Annual Meeting on financial matters of the Council, and shall keep or cause to be kept full and accurate records thereof. The Treasurer shall render to the President/Chair of the Board or the Board of Directors, whenever either may require it, a statement of the accounts of the transactions of the Treasurer and of the financial condition of the Council. The Treasurer shall render to the Council an annual statement of the financial condition of the Council. The Treasurer shall perform such duties and have such powers additional to the foregoing as the Council Board of Directors may designate.”

**FURTHER RESOLVED**, that Article VIII, Section 12 of the *Bylaws* be amended to read as follows:

“SECTION 12. Bonding. The ~~Treasurer, and such others as the Council Board of Directors may decide,~~ Council’s Chief Executive Officer and those in general charge of the Council’s financial matters shall be bonded in an amount of not less than \$500,000. The Chief Executive Officer may decide to have others bonded in the Council. The cost of such bond shall be paid from funds of the Council.”

**FURTHER RESOLVED**, that Article XI, Section 2, paragraph A of the *Bylaws* be amended to read as follows:

“A. Receipts. All membership dues and all fees and other revenues received from any of the activities of the Council shall be placed in the operating fund of the Council. The operating fund shall be administered by the Council’s chief financial officer. ~~Treasurer who, with approval of the Council Board of Directors, may delegate certain responsibilities as provided in Article VIII, Section 10 of these Bylaws.~~”

**FURTHER RESOLVED**, that Article XI, Section 3 of the *Bylaws* be amended to read as follows:

“SECTION 3. Securities and Investments. ~~Subject to the directions given from time to time by the Council Board of Directors, the Treasurer~~ In accordance with the Council Board of Directors policies and directions by the Board to the Chief Executive Officer,

the Council's chief financial officer shall have charge of the investment of all funds of the Council not held in its operating fund. ~~The Treasurer~~ In accordance with such policies and such directions, such chief financial officer may sell, purchase, transfer, and convey securities and exercise all rights, by proxy or by participation, of the Council with respect to such securities, or may authorize such purchases, sales, transfers, conveyances, and the exercise of any or all of said rights. ~~The Treasurer may delegate to the Chief Executive Officer, from time to time, all or any portion of the authority set forth in this paragraph.~~

**SPONSORS' STATEMENT OF SUPPORT:**

Consistent with establishment of a chief executive officer at the last Annual Meeting, the elected treasurer should have an oversight role rather than the operating role the current *Bylaws* imply. Recent treasurers have not exercised operating responsibilities, but rather have overseen management of the Council's finances by Council staff and have been the primary Board of Directors contact with the Council's financial staff. This amendment will continue those roles and conform the *Bylaws* to actual practice.



**RESOLUTION 2011-K**

Supported by the Council Board of Directors (\_-\_)

**TITLE:** *Bylaws* Amendment – Committee Descriptions

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that Article XII, Sections 5 and 6 of the *Bylaws* be deleted, that Section 5 be adopted to read as follows and that existing Section 7 be re-numbered as Section 6:

“SECTION 5. Committees. The following Committees are hereby established and may from time to time make recommendations to the Council Board of Directors for consideration:

- A. Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council’s education policies for use by Member Boards and its relationship with the National Architectural Accrediting Board (NAAB).
- B. Internship Committee: The Committee shall oversee the development, delivery, and assessment of the Intern Development Program for use by Member Boards.
- C. Examination Committee: The Committee shall oversee the development, delivery, and assessment of the Architect Registration Examination (ARE) for use by Member Boards.
- D. Continuing Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council’s policies and programs relating to continuing education standards for use by Member Boards.
- E. Procedures and Documents Committee: The Committee shall review proposed resolutions, procedures, and documents for their impact on and consistency with Council policies and programs. The Committee shall assess the usefulness of special Council publications, and modify as appropriate.
- F. Professional Conduct Committee: The Committee shall oversee the development, application, assessment, and adjudication of Council policies and practices relating to the professional conduct of record holders and others using Council services.
- G. Member Board Executives Committee: The Committee shall consider issues of concern to the jurisdictions and Member Board Executives. The Committee shall nominate a Member Board Executive Director to serve on the Council Board of Directors as provided in Article VII, Section 2.
- H. Regional Chairs Committee: The Committee shall discharge its responsibilities as described in Article V, Section 5, and consider issues of concern to the Regional

Conferences. The membership of the Committee shall be the Chairs of each of the Regional Conferences and the First Vice President/President Elect who shall serve as Chair of the Committee.

I. Credentials Committee: The Committee shall examine and verify Annual Meeting delegate credentials, report to the membership on Annual Meeting attendance, and tabulate and report election results to the President. Members of the Credentials Committee shall be sitting Member Board Members and/or Member Board Executives.

J. Other: Committees, task forces, and work groups may be established from time to time by the President with the approval of the Council Board of Directors.”

**SPONSORS' STATEMENT OF SUPPORT:**

The Bylaws Task Force reviewed the Council's current committee structure and recommends the changes identified in the resolution. The Task Force also determined that the duties of the Council's committees as described in the current *Bylaws* are overly prescriptive, and in many instances, the committees have outgrown their responsibilities. The proposed changes are intended to more broadly identify the responsibilities of the committees while allowing for the establishment of other committees, task forces, and work groups as needed and approved by the Board of Directors. (For reference purposes, the existing standing committees and their responsibilities are found in the *Bylaws* included as an appendix in the *Pre-Annual Report*.)

**RESOLUTION 2011-L**

Supported by the Council Board of Directors (\_-\_)

**TITLE:** *Bylaws* Amendment – Reinstatement of Membership

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that Article IV be amended by adding a new Section 3 as follows:

“SECTION 3. Reinstatement. Jurisdictions shall be reinstated as members in the Council by a vote of two-thirds of all Member Boards following payment of all financial obligations of membership had the jurisdiction not been removed and being in compliance with all other requirements of Article IV, Sections 1 and 2.”

**SPONSORS’ STATEMENT OF SUPPORT:**

The Bylaws Task Force has noted that there is no provision for reinstating a removed jurisdiction’s membership in the Council. It recommends that the same two-thirds vote be required for reinstatement as is required for removal. It also recommends that in fairness to the member jurisdictions, the removed jurisdiction be required to pay all financial obligations it would have been required to pay had it remained a member and not been removed.

**RESOLUTION 2011-M**

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *Bylaws* Amendment – Omnibus Incidental Bylaw Changes

**SUBMITTED BY:** Council Board of Directors

**RESOLVED**, that the amendments and deletions noted in the Appendix, Omnibus Incidental Bylaw Changes, be adopted in the form presented in the Appendix.

**SPONSORS' STATEMENT OF SUPPORT:**

The Bylaws Task Force noted several incidental changes that it believed would be beneficial. If any Member Board wishes to have a particular change considered separately by the Annual Meeting, the chair will entertain a motion to divide the question so the particular change can be separately considered and acted on.

**APPENDIX**  
Omnibus Incidental Bylaw Changes

*Note that throughout the document, “Annual Meeting and Conference” has been changed to “Annual Meeting” and “State” has been changed to “Jurisdiction”. All other recommended changes are shown in underline and strikeout.*

**ARTICLE I—NAME**

The name of this organization shall be the National Council of Architectural Registration Boards.

**ARTICLE II—DEFINITIONS**

The following terms shall have the following meanings when used in these Bylaws:

- A. “Council” shall mean the National Council of Architectural Registration Boards;
- B. “Jurisdiction” shall mean any political subdivision of the United States, including any State, commonwealth, territory, dependency, and the District of Columbia, which has a law regulating the practice of architecture;
- C. ~~“State Board”~~ “Member Board” ~~is a member of the Council and~~ shall mean the body legally authorized by a Jurisdiction to certify that an applicant for registration as an architect is qualified;
- D. ~~“Member Board” shall mean a State Board which is a member of the Council.~~

**ARTICLE III—PURPOSE**

The purpose of the Council shall be to work together as a council of Member Boards to safeguard the health, safety, and welfare of the public and to assist Member Boards in carrying out their duties. Pursuant thereto, the Council shall develop and recommend standards to be required of an applicant for architectural registration; develop and recommend standards regulating the practice of architecture; provide a process for certifying to Member Boards the qualifications of an architect for registration; and represent the interests of Member Boards before public and private agencies, provided that the Council shall not purport to represent the interest of a specific Member Board without that Member Board’s approval.

**ARTICLE IV—MEMBERSHIP**

SECTION 1. Members. The membership of the Council shall be the legally constituted Jurisdiction Boards in good standing. Membership in the Council shall be attained through acceptance by the Council Board of Directors. Application shall be made upon forms furnished by the Council. Every Member Board shall annually provide the Council with the names and addresses of its members, a copy of its law relating to the registration and practice of architecture, a copy of its rules or regulations administering such law, and a roster of all persons registered by the Member Board, and shall pay the annual membership dues. All Member Boards in good standing shall have equal rights.

SECTION 2. Removal. If, after written notification from the Council Board of Directors, a Member Board shall (i) fail to pay its dues or other financial obligations to the Council or to its Regional Conference, or (ii) shall persistently refuse registration to architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board's jurisdiction, or (iii) shall fail to administer the Architect Registration Examination prepared by the Council to all its applicants (other than applicants of whom it does not require a written examination) for registration, then the Council Board of Directors may recommend to the Council that such Member Board be removed from membership in the Council. Upon such recommendation, such Member Board may be removed from membership in the Council by the affirmative vote of not less than two-thirds of all Member Boards.

*[See Resolution 2011-L]*

## **ARTICLE V—MEETINGS**

SECTION 1. Annual Meeting. The Council shall hold an Annual Meeting at a time and place as determined by the Council Board of Directors. Notice of all Annual Meeting shall be ~~mailed to~~ sent to the chair or equivalent presiding officer and to the Member Board Executive of each Member Board not less than 90 days prior to each such meeting.

SECTION 2. Special Meetings. Special business meetings of the Council may be called by the President/Chair of the Board, with the approval of the Council Board of Directors, or by a majority of the Member Boards. The Bylaws which govern notice for and the procedures and conduct of business of the Annual Meeting shall apply to Special Meetings.

SECTION 3. Delegates and Credentials. Each Member Board shall be entitled to be represented at meetings of the Council by one or more official delegates who shall be members of that Member Board.

A delegate attending the Annual Meeting or any Special Meeting of the Council shall be identified by a letter of credentials from the delegate's Member Board. A Member Board may be represented by as many delegates as attend, but only one vote may be cast for each Member Board by its delegates.

SECTION 4. Quorum. A quorum for the transaction of business at the Annual Meeting of the Council shall be one or more delegates representing a majority of the Member Boards.

SECTION 5. Resolutions and Other Motions. Resolutions are the substantive matters placed on the agenda for a meeting of the Council in accordance with this Section. All resolutions to be considered at any meeting of the Council, except those submitted by the Council Board of Directors, those submitted by Select Committees and those of the laudatory type, shall be submitted to the Regional Chairs Committee not later than 75 days prior to the meeting at which the resolution is to be considered. The Regional Chairs Committee shall review each resolution submitted by Regional Conferences and Member Boards for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of clarity and to avoid duplication. All resolutions shall, insofar as practicable without altering or confusing the intent of the resolution, avoid invective or argument; but the proponent of a resolution may, when submitting the resolution to the Regional Chairs

Committee, include a brief summary of the argument in support of the resolution, which summary shall be published with the publication of the resolution. The ~~Regional Chairs Committee~~ Council shall ~~publish and~~ distribute all resolutions, except laudatory resolutions, to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. If the Board of Directors discloses its position to the Council, the vote of the Board of Directors shall be disclosed at the same time.

Only Member Boards, Regional Conferences, Select Committees, and the Council Board of Directors may offer resolutions to be presented at any meeting of the Council, or amendments to resolutions so presented. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any delegate or Council Officer or Director.

SECTION 6. Voting. The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws or to remove any Member Board from membership in the Council. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. Except as specified in Article VIII, Section 4, with regard to the election of Officers, voting upon all other issues shall require the quantum of vote set forth in Robert's Rules of Order Newly Revised. There shall be no voting by proxy.

SECTION 7. Order of Business. An agenda outlining the order of business shall be prepared for all Council meetings. The agenda shall be prepared under the direction of the Council Board of Directors and printed and ~~mailed~~ sent by the Secretary to all Member Boards at least 30 days before the date set for a particular meeting.

SECTION 8. Rules of Order. The Council shall be governed by Robert's Rules of Order Newly Revised when not in conflict with the Bylaws of the Council.

SECTION 9. Advisory Votes by Letter or Electronic Ballot. The Council Board of Directors may from time to time submit any issue or question to the Member Boards for an advisory vote by letter or electronic ballot, provided the subject matter and the ballot shall have been officially submitted in writing to the Member Boards at least 60 days prior to a date therein set for final receipt of ballots. Only ballots returned in the prescribed time will be counted.

SECTION 10. Other Participants. Council Officers and Directors, Member Board Executives or Attorneys when designated by their Member Boards, persons designated by the Board of Directors, and persons designated by the Presiding Officer shall have the privilege of the floor at Council meetings and may take part in the discussions and perform all functions of the delegates except to vote, or, except as provided in Article V, Section 5, with respect to Officers and Directors, to initiate action.

SECTION 11. International Agreements. All written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the members at an Annual Meeting.

## **ARTICLE VI—REGIONS AND REGIONAL CONFERENCES**

SECTION 1. Purpose. In order to establish closer communication between Member Boards and the Council, as well as between Member Boards within geographical areas, and further to assist

the Council in achieving its stated ~~objectives~~ purpose.

- A. Six geographical Regions comprising, in the aggregate, all the Jurisdictions, and
- B. Six Regional Conferences, one within each Region, comprising the Member Boards in that Region, are hereby established. Each Member Board shall be required to be a member of its Regional Conference.

SECTION 2. Membership. The membership of the Regional Conferences is established as follows:

REGION 1—New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

REGION 2—Middle-Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.

REGION 3—Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.

REGION 4—Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington.

## **ARTICLE VII —THE COUNCIL BOARD OF DIRECTORS**

SECTION 1. Membership. The Council Board of Directors shall comprise the Officers of the Council as designated in Section 1 of Article VIII, one Director elected from each Regional Conference, the immediate Past President, one Member Board Executive Director, and one Public Director elected as provided in this Article VII.

SECTION 2. Qualifications and Limitations. A candidate for election as a Regional Director shall be (i) a citizen of the United States, and (ii) a member of a Member Board within the Regional Conference, or the Chair of the Regional Conference, or the incumbent Regional Director, at the time he or she is nominated by the Regional Conference. In the case of a Member Board regulating professions in addition to the profession of architecture, and which is divided into professional sections, the candidate will qualify as a member of a Member Board only if he or she is a member of the architectural section of the Member Board. ~~Regional~~ All Directors shall serve without compensation.

A candidate for election as the Member Board Executive Director shall be (i) a citizen of the United States, (ii) either an executive director or hold a comparable position as the primary administrator responsible for overseeing the activities of a Member Board at the time of election,



(iii) nominated by vote of a majority of the members of the Member Board Executives Committee, and (iv) such person so nominated shall be elected at the Annual Meeting. A Member Board Executive Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Member Board Executive Director shall be filled by vote of a majority of the members of the Member Board Executives Committee.

A candidate for election as the Public Director shall be (i) a citizen of the United States, (ii) shall not be a person engaged in or licensed to engage in the design of any portion of buildings or structures or a person participating in the regulation of design of any portion of buildings or structures, (iii) nominated by the Council Board of Directors, and (iv) such person so nominated shall be elected at the Annual Meeting. A Public Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Public Director shall be filled by the Council Board of Directors.

SECTION 3. Terms of Office. The terms of office of Officers and Directors shall be as provided in Section 5 of Article VIII. Regional Directors shall be nominated as provided in Section 4 of this Article and persons so nominated shall be elected at the Annual Meeting of the Council to serve from the adjournment of said Annual Meeting until the adjournment of the next following Annual Meeting or until their successors are duly elected. No person shall serve more than three terms in succession as a Director.

SECTION 4. Nomination of Regional Directors. Each Regional Conference shall select its nominee for Director at a Regional Conference meeting. The nominations will be announced by the several Regional Conferences at the Annual Meeting of the Council.

SECTION 5. Vacancies. Vacancies in the offices of Officer and Directors shall be filled as provided in Section 6 of Article VIII. A vacancy in the office of a Regional Director shall be filled by an appointee designated by and from the Regional Conference originally represented. Any Regional Director who moves his or her principal residence to a place outside the region which he or she represents shall be deemed to have vacated the office of Regional Director, and any Member Board Executive Director and/or Public Director who ceases to be eligible as provided in this Article VII, Section 2, clause (ii) shall be deemed to have vacated the office of Member Board Executive Director or Public Director, respectively.

SECTION 6. Duties. The affairs of the Council shall be managed under the authority and direction of the Council Board of Directors. It shall exercise all authority, right, and power granted to it by the laws of the State of Iowa and shall perform all duties required by the said laws and by these Bylaws, and, in accordance therewith, it shall not delegate any of the authority, rights, or power or any of the duties imposed on it by these Bylaws or otherwise, unless such delegation is specifically provided for in these Bylaws.

SECTION 7. Meetings of the Board. The Council Board of Directors ~~must actually~~ may meet in any manner allowed by applicable law in regular or special meetings in order to transact business. Unless finances of the Council will not permit, the Council Board of Directors shall hold a regular meeting immediately prior to the opening of the Annual Meeting and a regular

meeting immediately following the adjournment of the Annual Meeting of the Council. Special meetings may be held upon call of the President/Chair of the Board or the Executive Committee and shall be held upon written request of the majority of the Council Board of Directors. All members shall be given due notice in writing of the time and place of all meetings, although notice of any meeting may be waived in writing by any member. A majority of the membership of Council Board of Directors shall constitute a quorum for the transaction of business. In the event that a Regional Director is unable to attend a meeting of the Council Board of Directors, the Chair of the Regional Conference the Director represents shall have the privilege of participating in the meeting in the Director's stead.

SECTION 8. Executive Committee of the Council Board of Directors. The Executive Committee of the Council Board of Directors shall comprise the President/Chair of the Board, the First Vice President/President Elect, the Second Vice President, the Treasurer, the Secretary, and the immediate Past President. The Executive Committee shall:

- A. act for the Council Board of Directors between meetings only as directed by the Board;
- B. develop short-range and long-range goals, consistent with the mission of the Council, as the basis for planning and implementation by the Board; and
- C. assist the President/Chair of the Board with the development of issues to be presented at the spring Regional Meetings.

*D. [See Resolution 2011-I]*

## **ARTICLE VIII—OFFICERS**

SECTION 1. Officers. The Officers of the Council shall be the President/Chair of the Board, the First Vice President/President Elect, the Second Vice President, the Treasurer, and the Secretary.

SECTION 2. Qualifications and Limitations. To be eligible for elective office in the Council a person shall be:

- A. a citizen of the United States; and
- B. at the time of election; serving either (i) as a member of the Council Board of Directors or (ii) as a member of a Member Board and, in the case of Member Boards regulating professions in addition to the profession of architecture and which is divided into professional sections, as a member of the architectural section of the Member Board. Elected Officers of the Council shall serve without compensation, provided, however, that nothing herein shall prohibit the Council Board of Directors from providing reasonable allowances from time to time to the President/Chair of the Board and to the First Vice President/President Elect. Any such allowances shall be included in budget reports furnished to the Member Boards.

SECTION 3. Nomination of Officers. Any person qualified as prescribed in Section 2 may be nominated for office by declaring his or her candidacy at the time election for such office begins

at the Annual Meeting.

SECTION 4. Election of Officers. All elections of Officers shall be by ballot at the Annual Meeting , unless the Council shall agree to waive the provision. A majority vote of the Member Boards present and voting shall elect an Officer. If more than two candidates have been nominated, ballots shall be taken until a candidate receives such a majority vote. If there has not been such a majority vote on a ballot, the candidate receiving the least number of votes shall be eliminated prior to the next ballot.

SECTION 5. Terms of Office.

- A. The Second Vice President shall serve from the adjournment of the Annual Meeting at which such person is elected, until the adjournment of the next following Annual Meeting or until a successor is duly elected.
- B. The First Vice President/President Elect shall serve as such from the adjournment of the Annual Meeting at which such person is so elected, until the adjournment of the next following Annual Meeting at which time such person shall assume the office of President/Chair of the Board and shall serve as such until the adjournment of the next following Annual Meeting .
- C. The Secretary and the Treasurer shall serve from the adjournment of the Annual Meeting at which they are elected until the adjournment of the next following Annual Meeting or until their successors are elected.
- D. No incumbent shall serve for more than one term in succession as President/Chair of the Board, First Vice President/President Elect, or Second Vice President; provided, however, that an Officer shall be eligible for reelection for the full term of office if during the period immediately prior thereto such Officer had succeeded to or been elected to the office to fill a vacancy.

SECTION 6. Vacancies. A vacancy in the office of the President/Chair of the Board shall be filled by the First Vice President/President Elect assuming the office. A vacancy in the office of the First Vice President/President Elect shall be filled by the Second Vice President assuming the office. A vacancy in the office of Second Vice President, Secretary, or Treasurer shall be filled by an appointee designated by the Council Board of Directors to hold office until the adjournment of the next Annual Meeting; but the balance of the unexpired term, if any, shall be filled at the Annual Meeting by nomination and election as provided in Sections 3 and 4.

SECTION 7. President/Chair of the Board. The President/Chair of the Board shall be the senior elected officer of the Council and shall:

- A. preside at all meetings of ~~the Council~~, the Council Board of Directors, the Executive Committee of the Council Board of Directors, and the Annual Meeting.
- B. present to the Council at the Annual Meeting a report of activities during the

President/Chair of the Board's term of office;

- C. identify individuals to serve on all committees while serving as First Vice President/President Elect and when serving as either President/Chair of the Board or First Vice President/President Elect may appoint all members of committees to serve during his or her own term of office as President/Chair of the Board subject to the approval of the Council Board of Directors;
- D. oversee the work of all committees in discharging their responsibilities;
- E. represent the Council Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and
- F. perform such other duties and powers as the Council Board of Directors may from time to time decide.

SECTION 8. Vice President. The Vice Presidents, in order, shall, in the absence of the President/Chair of the Board, exercise the duties of and possess all the powers of the President/Chair of the Board.

SECTION 9. Secretary. The Secretary shall record or cause to be recorded ~~in books kept for that purpose~~ all votes, consents, and the proceedings of all meetings of the Council and of the Board of Directors. The Secretary shall perform such duties as the Board of Directors may designate. ~~Records books~~ of the Council meetings shall be open at all reasonable times to the inspection of any Member Board.

In the absence of the Secretary from any meeting of the Council or from any meeting of the Board of Directors, a temporary Secretary designated by the person presiding at the meeting shall perform the duties of the Secretary.

SECTION 10. Treasurer. *[See Resolution 2011-J]*

SECTION 11. Chief Executive Officer. The Chief Executive Officer shall be the senior appointed officer of the Council. Such person shall be appointed by, shall serve at the pleasure of and shall have such compensation and benefits as shall be established from time to time by the Council Board of Directors. The Chief Executive Officer shall have general charge of the management and administration of the Council's affairs, the implementation of policies established from time to time by the Council Board of Directors and such other duties and powers as the Council Board of Directors may from time to time determine, subject always to the ultimate authority of the Council Board of Directors under applicable law and these Bylaws.

SECTION 12. Bonding. *[See Resolution 2011-J]*

## **ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION**

SECTION 1. Council Record. The Council shall, upon request of individual members of the architectural profession, secure, authenticate, and record factual data of an applicant's education,

training, examination, practice, and character. This Record will be forwarded to any Member Board or foreign registration authority with whom NCARB has an agreement for mutual reciprocity upon request of the applicant.

SECTION 2. Council Certification. Certification shall be given an Architect holding a Council Record verifying that the Architect has complied with the Council standards of education, training, examination, registration, and character. In addition to this verification, the Certification shall carry the recommendation of the Council that registration be granted the Architect without further examination of credentials. For applicants registered as Architects in countries where formal agreements with the Council exist, the standards and procedures for Certification will be in accordance with such written agreements or as otherwise established by the Council. Architects certified by the Council shall have a Certificate incorporated in their Council Record.

SECTION 3. Annual Renewal. Council Certification shall be in effect for a period of one year. Renewal of the Certification shall be predicated upon the submission of an annual fee and an annual report containing such information as the Council deems appropriate. The Certification shall lapse if the annual fee and report are not received by the Council within such grace period as the Council Board of Directors may establish. A lapsed Certification may be ~~reinstated~~ reactivated by paying delinquent renewal fees, furnishing delinquent annual reports, and paying such fee for reinstatement as the Council Board may establish.

SECTION 4. Revocation of Certification. The Council shall revoke an Architect's Certification if:

- A. a Member Board has revoked (without limitation as to time) the Architect's registration for a cause other than nonpayment of renewal fees or failure to file information with the Member Board; or
- B. facts are subsequently revealed which show that the Architect was actually ineligible for Certification at the time of Certification.

In addition, the Council may revoke an Architect's Certification if:

- C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or
- D. the Architect has surrendered or allowed to lapse his or her registration in connection with disciplinary action pending or threatened; or
- E. a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or
- F. the Architect has willfully misstated a material fact in a formal submission to the Council.

The Council may reinstate a Certification previously revoked, if the cause of the revocation has been removed, corrected, or otherwise remedied.

In order to assist the Council in carrying out its responsibilities under this Section, each Member Board shall (unless prohibited by its State Law) report to the Council each case in which the Member Board has revoked or suspended an Architect's registration for cause other than nonpayment of renewal fees or failure to file information with the Member Board, or in which the Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of architectural practice, violated the laws.

## **ARTICLE X—~~COUNCIL~~ SERVICES TO ITS MEMBER BOARDS**

SECTION 1. Architect Registration Examination. The Council shall prepare an architect registration examination for use by Member Boards. The Council Board of Directors shall issue, from time to time, rules respecting the administration and grading of examinations, which shall include, among other things, the schedule of charges for the use of the examinations, the date or dates on which examinations may be administered, safeguards to prevent improper disclosure of information respecting the examinations, and such other matters respecting the administration and grading of examinations as the Council Board deems appropriate. Every Member Board using the Architect Registration Examination shall comply strictly with the rules issued by the Council Board, unless the Council Board agrees to waive any of the rules in a particular case. If any Member Board refuses to comply with the rules applicable to its use of the examinations or, after so agreeing, fails to comply with such rules, the Council Board may withhold the examinations from such Member Board until it is satisfied that such Member Board will comply with such rules thereafter. Any Member Board which refuses registration to architects holding the Council Certification for the reason that the Member Board has requirements or procedures for grading the Architect Registration Examination which are different from the requirements or procedures established by the Council shall be denied the use of the examinations until such policy of refusing registration is revoked; but the Council Board may, with sufficient cause, waive the denial of the use of the examinations.

SECTION 2. Forms and Documents. In order to ensure uniformity in the reporting of an applicant's education experience, registration (if applicable), and other necessary supporting data for determining eligibility for examination, Council Certification, or reciprocal registration, the Council shall study and prepare forms and documents appropriate for use by both the Council and Member Boards.

SECTION 3. Research. The Council, through work of committees, shall engage in research pertinent to all matters relating to legal registration of architects.

SECTION 4. International Relations. The Council shall engage in the exploration and formulation of agreements with foreign countries to allow architects to practice in countries other than their own.

## **ARTICLE XI—FINANCES, FUNDS, ACCOUNTING, INVESTMENTS, AND RECORDS OF THE COUNCIL**

SECTION 1. Dues and Fees.

A. *[See Resolution 2011-H]*

- B. Fees: The fees to be charged for ~~Council~~ <sup>services</sup> to members of the architectural profession shall be established, from time to time, by an affirmative vote of not less than two-thirds of the Council Board of Directors present and voting.

SECTION 2. Operating Fund.

A. Receipts. *[See Resolution 2011-J]*

- B. General Budget: As soon as feasible following the Annual Meeting, the Council Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. Authority to Expend and Disburse Money: No Officer, Director, Committee, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind the Council in any expense or financial liability, unless such expenditure, liability, or commitment has been properly incorporated into the budget, and the Council Board of Directors has made an appropriation to pay the same.
- D. Fiscal Year: The Fiscal Year of the Council shall be from July 1 of one year to June 30 of the next succeeding year.

SECTION 3. Securities and Investments. *[See Resolution 2011-J]*

SECTION 4. Liabilities of Officers, Directors, and Employees. No Officer, Director, or employee of the Council shall be personally liable for any decrease of the capital, surplus, income, balance, or reserve of any fund or account resulting from his or her acts performed in good faith and within the scope of his or her authority.

SECTION 5. Disclosure of Records. Upon written request made with reasonable specificity, a Member Board shall have the right to receive from the Council with reasonable promptness copies of any Council record it may reasonably request, but excluding (i) information barred from disclosure by an applicable statute; (ii) trade secrets; (iii) information disclosed to the Council in reliance upon its continued non-disclosure; (iv) information that, if released, would give an inappropriate advantage to a competitor or bidder with respect to a request for proposals issued or about to be issued by the Council; (v) personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy; (vi) attorney-client communications and attorney work-product materials; (vii) transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder; (viii) contents and results of examinations except to the extent disclosure is provided for in the contract between the Council and the Member Board together with data, methodologies, practices, plans, proposals, records of committee deliberations and other records relating to the content, administration, scoring or security of examinations; and (ix) information arising from

investigatory cases. Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board. To the extent permitted by applicable law, Council records furnished to a Member Board shall not be distributed by the Member Board to outsiders. The Council may charge the Member Board only reasonable costs to comply with the request. Such charges shall be itemized by the Council in an invoice to the Member Board.

## **ARTICLE XII—COMMITTEES**

SECTION 1. Authorization and Appointment of Committees. Committees may be established to perform services for the Council. Except as otherwise specifically provided, all Committees shall be appointed as provided in Article VIII, Section 7 of these Bylaws and shall be under the jurisdiction of the Council Board of Directors, reporting to it when directed. Except as otherwise specifically provided, the President/Chair of the Board shall select the Chair of all Committees.

The Council Board of Directors may delegate to any of the Officers the authority to supervise the work of any of the Committees. The President/Chair of the Board shall have the power to make appointments to any unfilled or vacant Committee membership.

The Council Board of Directors may at any time discontinue a Committee other than a standing Committee established in the Bylaws, or make any changes in a Committee's personnel without regard to the terms of appointment of the Committee members.

SECTION 2. Reports of Committees. Each Committee shall report in writing annually to the Council Board of Directors, at least 60 days prior to the date of the Annual Meeting , for inclusion in the Pre-Annual Meeting Report, further, shall make interim reports to the Council Board of Directors as directed. Such reports shall be filed with the President/Chair of the Board, with a copy to the Chief Executive Officer.

SECTION 3. General Procedure of Committees. Every Committee shall perform in accordance with these Bylaws and with the directions of the Council Board of Directors. With the approval of the Council Board of Directors, every Committee may call and hold meetings and meet with other organizations or their representatives.

SECTION 4. Terms of Committee Appointments. The terms of Committee appointments shall ~~expire at the adjournment at the Annual Meeting and Conference~~ be for one fiscal year except as otherwise ~~provided in these Bylaws approved by the Council Board of Directors.~~

SECTION 5. ~~Standing~~ Committees. *[See Resolution 2011-K]*

SECTION 6. Select Committees. Whenever the Council establishes by resolution a Committee, a majority of whose members are, in accordance with such resolution, to be selected by a procedure other than those set out in Section 7 of Article VIII, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, notwithstanding Article V, Section 5, to offer resolutions to be voted on at the Annual Meeting and Conference on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the Council Board of Directors in accordance with Section 2 of this Article XII. Such annual report of a Select Committee shall be included in the *Pre-Annual Meeting and Conference*



*Report without revision by the Council Board of Directors.*

### **ARTICLE XIII—INDEMNIFICATION**

In addition to such further indemnification as may be authorized by the Board of Directors from time to time consistent with applicable law, to the fullest extent permitted by law, including without limitation Section 504 of the Iowa Code known as the Revised Iowa Nonprofit Council Act (“RINCA”) and after the Council’s Board of Directors makes the determination that the standards of Section 504.852 of RINCA (or successor provisions) have been met for the specific proceeding at issue, any present or former director, officer, employee determined by Board of Directors to be an executive employee, or member of a Council committee, or the estate or personal representative of any such person, made a party to any action, suit or other proceeding, civil or criminal, by reason of the fact that such person is or was serving the Council as such, or serving at the Council’s request in any other entity or with respect to the Council’s employee benefit plan, shall be indemnified by the Council against the reasonable expenses, including without limitation amounts paid by way of judgment, fine or penalty and reasonable defense costs including attorney’s fees incurred in connection with the defense of such proceeding whether or not such defense shall be successful in whole or in part, or in connection with any appeal therein, or any settlement of any such proceeding on terms approved by the Council Board of Directors. Such indemnification shall not be deemed exclusive of any other rights to which such persons may be entitled. Any other present or former employee or agent of the Council may also be indemnified with the approval of the Council Board of Directors. Expenses incurred of the character described above may, with the approval of the Council Board of Directors, be advanced to any person entitled to indemnity upon satisfaction of the requirements of Section 504.854 (or successor provisions) of RINCA. The Council shall have the power to purchase and maintain insurance on behalf of any person described above, or any other employee, volunteer or agent of the Council, against liability asserted against or incurred by such person on account of his or her status as such, whether or not the Council would have the power to indemnify or advance expenses to such persons.

### **ARTICLE XIV—SEAL**

The Official Seal of the Council shall be used in all legal documents and on the Certification referred to in Article IX, Section 2 of these Bylaws.

### **ARTICLE XV—AMENDMENTS**

These Bylaws may be amended at any special meeting or Annual Meeting of the Council by resolution submitted to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. An affirmative vote by not less than two-thirds of the Member Boards shall be required to secure adoption of any amendment to these Bylaws.

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*(Adopted June 23, 1979, Cambridge, MA. Amended June 27, 1981, Maui, HI; June 26, 1982, Minneapolis, MN; June 25, 1983, Philadelphia, PA; June 30, 1984, Portland, OR; June 29, 1985, San Antonio, TX; June 28, 1986, Atlanta, GA; June 27, 1987, Seattle, WA; June 29, 1988, Chicago, IL; June 28, 1989, Boston, MA; June 30, 1990, Washington, DC; June 29, 1991, Denver, CO; June 27, 1992, San Francisco, CA; June 26, 1993, Kansas City, MO; June 25, 1994, Dearborn, MI; June 24, 1995, New Orleans, LA; June 29, 1996, Baltimore, MD; June 28, 1997, Minneapolis, MN; June 27, 1998, San Diego, CA; June 26, 1999, Charleston, SC; June 17, 2000, Chicago, IL; June 23, 2001, Seattle, WA; June 29, 2002, Boston, MA; June 28, 2003, San Antonio, TX; June 26, 2004, Portland, OR; June 25, 2005, Miami, FL; June 24, 2006, Cincinnati, OH; June 23, 2007, Denver, CO; June 28, 2008, Pittsburgh, PA).*

## ARTICLE I—NAME

The name of this organization shall be the National Council of Architectural Registration Boards.

## ARTICLE II—DEFINITIONS

The following terms shall have the following meanings when used in these Bylaws:

- A. “Council” shall mean the National Council of Architectural Registration Boards;
- B. “State” shall mean any political subdivision of the United States, including any State, commonwealth, territory, dependency, and the District of Columbia, which has a law regulating the practice of architecture;
- C. “State Board” shall mean the body legally authorized to certify that an applicant for registration as an architect is qualified;
- D. “Member Board” shall mean a State Board which is a member of the Council.

## ARTICLE III—MISSIONS AND POLICIES

The mission of the Council shall be to work together as a council of Member Boards to safeguard the health, safety, and welfare of the public and to assist Member Boards in carrying out their duties. Pursuant thereto, the Council shall develop and recommend standards to be required of an applicant for architectural registration; develop and recommend standards regulating the practice of architecture; provide a process for certifying to Member Boards the qualifications of an architect for registration; and represent the interests of Member Boards before public and private agencies, provided that the Council shall not purport to represent the interest of a specific Member Board without that Member Board’s approval.

## ARTICLE IV—MEMBERSHIP

SECTION 1. Members. The membership of the Council shall be the legally constituted State Boards in good standing. Membership in the Council shall be attained through acceptance by the Council Board of Directors. Application shall be made upon forms furnished by the Council. Every Member Board shall annually provide the Council with the names and addresses of its members, a copy of its law relating to the registration and practice of architecture, a copy of its rules or regulations administering such law, and a roster of all persons registered by the Member Board, and shall pay the annual membership dues. All Member Boards in good standing shall have equal rights.

SECTION 2. Removal. If, after written notification from the Council Board of Directors, a Member Board shall (i) fail to pay its dues or other financial obligations to the Council or to its Regional Conference, or (ii) shall persistently refuse registration to architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board’s jurisdiction, or (iii) shall fail to administer the Architect Registration Examination prepared by the Council to all its applicants (other than applicants of whom it does not require a written examination) for registration, then the Council Board of Directors may recommend to the Council that such Member Board be removed from membership in the Council.

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Upon such recommendation, such Member Board may be removed from membership in the Council by the affirmative vote of not less than two-thirds of all Member Boards.

### ARTICLE V—MEETINGS

**SECTION 1. Annual Meeting and Conference.** The Council shall hold an Annual Meeting and Conference at a time and place as determined by the Council Board of Directors. Notice of all Annual Meeting and Conferences shall be mailed to the chair or equivalent presiding officer and to the Member Board Executive of each Member Board not less than 90 days prior to each such meeting.

**SECTION 2. Special Meetings.** Special business meetings of the Council may be called by the President, with the approval of the Council Board of Directors, or by a majority of the Member Boards. The Bylaws which govern notice for and the procedures and conduct of business of the Annual Meeting and Conference shall apply to Special Meetings.

**SECTION 3. Delegates and Credentials.**

Each Member Board shall be entitled to be represented at meetings of the Council by one or more official delegates who shall be members of that Member Board.

A delegate attending the Annual Meeting and Conference or any Special Meeting of the Council shall be identified by a letter of credentials from the delegate's Board. A Member Board may be represented by as many delegates as attend, but only one vote may be cast for each Member Board by its delegates.

**SECTION 4. Quorum.** A quorum for the transaction of business at the Annual Meeting and Conference of the Council shall be one or more delegates representing a majority of the Member Boards.

**SECTION 5. Resolutions and Other Motions.** Resolutions are the substantive matters placed on the agenda for a meeting of the Council in accordance with this Section. All resolutions to be considered at any meeting of the Council, except those submitted by the Council Board of Directors, those submitted by Select Committees and those of the laudatory type, shall be submitted to the Regional Chairs Committee not later than 75 days prior to the meeting at which the resolu-

tion is to be considered. The Regional Chairs Committee shall review each resolution submitted by Regional Conferences and Member Boards for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of clarity and to avoid duplication. All resolutions shall, insofar as practicable without altering or confusing the intent of the resolution, avoid invective or argument; but the proponent of a resolution may, when submitting the resolution to the Regional Chairs Committee, include a brief summary of the argument in support of the resolution, which summary shall be published with the publication of the resolution. The Regional Chairs Committee shall publish and distribute all resolutions, except laudatory resolutions, to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. If the Board of Directors discloses its position to the Council, the vote of the Board of Directors shall be disclosed at the same time.

Only Member Boards, Regional Conferences, Select Committees, and the Council Board of Directors may offer resolutions to be presented at any meeting of the Council, or amendments to resolutions so presented. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any delegate or Council Officer or Director.

**SECTION 6. Voting.** The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws or to remove any Member Board from membership in the Council. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. Except as specified in Article VIII, Section 4, with regard to the election of Officers, voting upon all other issues shall require the quantum of vote set forth in Robert's Rules of Order Newly Revised. There shall be no voting by proxy.

**SECTION 7. Order of Business.** An agenda outlining the order of business shall be prepared for all Council meetings. The agenda shall be prepared under the direction of the Council Board of Directors and printed and mailed by the Secretary to all Member Boards at least 30 days before the date set for a particular meeting.

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SECTION 8. Rules of Order. The Council shall be governed by Robert's Rules of Order Newly Revised when not in conflict with the Bylaws of the Council.

SECTION 9. Advisory Votes by Letter Ballot. The Council Board of Directors may from time to time submit any issue or question to the Member Boards for an advisory vote by letter ballot, provided the subject matter and the ballot shall have been officially submitted in writing to the Member Boards at least 60 days prior to a date therein set for final receipt of ballots. Only ballots returned in the prescribed time will be counted.

SECTION 10. Other Participants. Council Officers and Directors, Member Board Executives or Attorneys when designated by their Member Boards, persons designated by the Board of Directors, and persons designated by the Presiding Officer shall have the privilege of the floor at Council meetings and may take part in the discussions and perform all functions of the delegates except to vote, or, except as provided in Article V, Section 5, with respect to Officers and Directors, to initiate action.

SECTION 11. International Agreements. All written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the members at an Annual Meeting and Conference.

## ARTICLE VI—REGIONS AND REGIONAL CONFERENCES

SECTION 1. Purpose. In order to establish closer communication between Member Boards and the Council, as well as between Member Boards within geographical areas, and further to assist the Council in achieving its stated objectives,

- A. Six geographical Regions comprising, in the aggregate, all the States, and
- B. Six Regional Conferences, one within each Region, comprising the Member Boards in that Region, are hereby established. Each Member Board shall be required to be a member of its Regional Conference.

SECTION 2. Membership. The membership of the Regional Conferences is established as follows:

REGION 1—New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

REGION 2—Middle-Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.

REGION 3—Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.

REGION 4—Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington.

## ARTICLE VII—THE COUNCIL BOARD OF DIRECTORS

SECTION 1. Membership. The Council Board of Directors shall comprise the Officers of the Council as designated in Section 1 of Article VIII, one Director elected from each Regional Conference, the immediate Past President, one Member Board Executive Director, and one Public Director elected as provided in this Article VII.

SECTION 2. Qualifications and Limitations. A candidate for election as a Regional Director shall be (i) a citizen of the United States, and (ii) a member of a Member Board within the Regional Conference, or the Chair of the Regional Conference, or the incumbent Regional Director, at the time he or she is nominated by the Regional Conference. In the case of a Member Board regulating

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professions in addition to the profession of architecture, and which is divided into professional sections, the candidate will qualify as a member of a Member Board only if he or she is a member of the architectural section of the Member Board. Regional Directors shall serve without compensation.

A candidate for election as the Member Board Executive Director shall be (i) a citizen of the United States, (ii) either an executive director or hold a comparable position as the primary administrator responsible for overseeing the activities of a Member Board at the time of election, (iii) nominated by vote of a majority of the members of the Member Board Executives Committee, and (iv) such person so nominated shall be elected at the Annual Meeting and Conference. A Member Board Executive Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Member Board Executive Director shall be filled by vote of a majority of the members of the Member Board Executives Committee.

A candidate for election as the Public Director shall be (i) a citizen of the United States, (ii) shall not be a person engaged in or licensed to engage in the design of any portion of buildings or structures or a person participating in the regulation of design of any portion of buildings or structures, (iii) nominated by the Council Board of Directors, and (iv) such person so nominated shall be elected at the Annual Meeting and Conference. A Public Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Public Director shall be filled by the Council Board of Directors

**SECTION 3. Terms of Office.** The terms of office of Officers and Directors shall be as provided in Section 5 of Article VIII. Regional Directors shall be nominated as provided in Section 4 of this Article and persons so nominated shall be elected at the Annual Meeting and Conference of the Council to serve from the adjournment of said Annual Meeting and Conference until the adjournment of the next following Annual Meeting and Conference or until their successors are duly elected. No person shall serve more than three terms in succession as a Director.

**SECTION 4. Nomination of Regional Directors.** Each Regional Conference shall select its nominee for Director at a Regional Conference meeting. The nominations will be announced by the several Regional Conferences at the Annual Meeting and Conference of the Council.

**SECTION 5. Vacancies.** Vacancies in the offices of Officer and Directors shall be filled as provided in Section 6 of Article VIII. A vacancy in the office of a Regional Director shall be filled by an appointee designated by and from the Regional Conference originally represented. Any Regional Director who moves his or her principal residence to a place outside the region which he or she represents shall be deemed to have vacated the office of Regional Director, and any Member Board Executive Director and/or Public Director who ceases to be eligible as provided in this Article VII, Section 2, clause (ii) shall be deemed to have vacated the office of Member Board Executive Director or Public Director, respectively.

**SECTION 6. Duties.** The Council Board of Directors shall have the full management, direction, control, and administration of the property, affairs, and business of the Council. It shall exercise all authority, right, and power granted to it by the laws of the State of Iowa and shall perform all duties required by the said laws and by these Bylaws, and, in accordance therewith, it shall not delegate any of the authority, rights, or power or any of the duties imposed on it by these Bylaws or otherwise, unless such delegation is specifically provided for in these Bylaws.

**SECTION 7. Meetings of the Board.** The Council Board of Directors must actually meet in regular or special meetings in order to transact business. Unless finances of the Council will not permit, the Council Board of Directors shall hold a regular meeting immediately prior to the opening of the Annual Meeting and Conference and a regular meeting immediately following the adjournment of the Annual Meeting and Conference of the Council. Special meetings may be held upon call of the President or the Executive Committee and shall be held upon written request of the majority of the Council Board of Directors. All members shall be given due notice in writing of the time and place of all meetings, although notice of any meeting may be waived in writing by any

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member. A majority of the membership of Council Board of Directors shall constitute a quorum for the transaction of business. In the event that a Regional Director is unable to attend a meeting of the Council Board of Directors, the Chair of the Regional Conference the Director represents shall have the privilege of participating in the meeting in the Director's stead.

**SECTION 8. Executive Committee of the Council Board of Directors.** The Executive Committee of the Council Board of Directors shall comprise the President, the Secretary, the Treasurer, the First Vice President/President Elect, the Second Vice President, and the immediate Past President. The Executive Committee shall

- A. act for the Council Board of Directors between meetings only as directed by the Board;
- B. develop short-range and long-range goals, consistent with the mission of the Council, as the basis for planning and implementation by the Board; and
- C. assist the President with the development of issues to be presented at the spring Regional Meetings.
- D. prior to the start of the new fiscal year of the Council, prepare a budget for the next fiscal year for presentation to the Council Board of Directors; periodically review the investments, financial procedures, and financial positions of the Council and make recommendations concerning the same to the Council Board of Directors for appropriate action and serve as the audit committee of the Council.

## **ARTICLE VIII—OFFICERS**

**SECTION 1. Officers.** The Officers of the Council shall be a President, a First Vice President/President Elect, a Second Vice President, a Secretary, and a Treasurer.

**SECTION 2. Qualifications and Limitations.** To be eligible for elective office in the Council a person shall be:

- A. a citizen of the United States; and
- B. at the time of election; serving either (i) as a member of the Council Board of Directors or (ii) as a member of a Member Board and, in the case of Member Boards regulating professions in addition to the profession of architecture and which is divided into professional sections, as a member of the architectural section of the Member Board. Elected Officers of the Council shall serve without compensation, provided, however, that nothing herein shall prohibit the Council Board of Directors from providing reasonable allowances from time to time to the President and to the First Vice President/President Elect. Any such allowances shall be included in budget reports furnished to the Member Boards.

**SECTION 3. Nomination of Officers.** Any person qualified as prescribed in Section 2 may be nominated for office by declaring his or her candidacy at the time election for such office begins at the Annual Meeting.

**SECTION 4. Election of Officers.** All elections of Officers shall be by ballot at the Annual Meeting and Conference, unless the Council shall agree to waive the provision. A majority vote of the Member Boards present and voting shall elect an Officer. If more than two candidates have been nominated, ballots shall be taken until a candidate receives such a majority vote. If there has not been such a majority vote on a ballot, the candidate receiving the least number of votes shall be eliminated prior to the next ballot.

**SECTION 5. Terms of Office.** The Second Vice President shall serve from the adjournment of the Annual Meeting and Conference at which such person is elected, until the adjournment of the next following Annual Meeting and Conference or until a successor is duly elected. The First Vice President/President Elect shall serve as such from the adjournment of the Annual Meeting and Conference at which such person is so elected, until the adjournment of the next following Annual Meeting and Conference at which time such person shall assume the office of President and shall serve as such until the



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adjournment of the next following Annual Meeting and Conference. The Secretary and the Treasurer shall serve from the adjournment of the Annual Meeting and Conference at which they are elected until the adjournment of the next following Annual Meeting and Conference or until their successors are elected. No incumbent shall serve for more than one term in succession as President, First Vice President/President Elect, or Second Vice President; provided, however, that an Officer shall be eligible for reelection for the full term of office if during the period immediately prior thereto such Officer had succeeded to or been elected to the office to fill a vacancy.

**SECTION 6. Vacancies.** A vacancy in the office of the President shall be filled by the First Vice President/President Elect assuming the office. A vacancy in the office of the First Vice President/President Elect shall be filled by the Second Vice President assuming the office. A vacancy in the office of Second Vice President, Secretary, or Treasurer shall be filled by an appointee designated by the Council Board of Directors to hold office until the adjournment of the next Annual Meeting and Conference; but the balance of the unexpired term, if any, shall be filled at the Annual Meeting and Conference by nomination and election as provided in Sections 3 and 4.

**SECTION 7. President.** The President shall:

- A. preside at all meetings;
- B. present to the Council at the Annual Meeting and Conference a report of activities during the President's term of office;
- C. having identified individuals to serve on all standing committees while serving as First Vice President/President Elect, appoint all members of standing committees subject to the approval of the Council Board of Directors;
- D. having identified individuals to serve on all special committees while serving as First Vice President/President Elect, appoint all members of special committees unless specific action of the Council names the personnel of the committees;

- E. be an ex-officio member of all committees; and
- F. perform all duties pertaining to the office of the President.

**SECTION 8. Vice President.** The Vice Presidents, in order, shall, in the absence of the President, exercise the duties of and possess all the powers of the President.

**SECTION 9. Secretary.** The Secretary shall record or cause to be recorded in books kept for that purpose all votes, consents, and the proceedings of all meetings of the Council and of the Board of Directors. The Secretary shall perform such duties as the Board of Directors may designate. Record books of the Council meetings shall be open at all reasonable times to the inspection of any Member Board.

In the absence of the Secretary from any meeting of the Council or from any meeting of the Board of Directors, a temporary Secretary designated by the person presiding at the meeting shall perform the duties of the Secretary.

**SECTION 10. Treasurer.** The Treasurer shall have, subject to the direction of the Board of Directors, general charge of the financial affairs of the Council and shall keep or cause to be kept full and accurate records thereof. The Treasurer shall render to the President or the Board of Directors, whenever either may require it, a statement of the accounts of the transactions of the Treasurer and of the financial condition of the Council. The Treasurer shall render to the Council an annual statement of the financial condition of the Council. The Treasurer shall perform such duties and have such powers additional to the foregoing as the Board of Directors may designate.

**SECTION 11. Bonding.** The Treasurer, and such others as the Council Board of Directors may decide, shall be bonded in an amount of not less than \$500,000. The cost of such bond shall be paid from funds of the Council.

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## ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION

**SECTION 1. Council Record.** The Council shall, upon request of individual members of the architectural profession, secure, authenticate, and record factual data of an applicant's education, training, practice, and character. This Record will be forwarded to any Member Board or foreign registration authority upon request of the applicant.

**SECTION 2. Council Certification.** Certification shall be given an Architect holding a Council Record verifying that the Architect has complied with the Council standards of education, training, examination, registration, and character. In addition to this verification, the Certification shall carry the recommendation of the Council that registration be granted the Architect without further examination of credentials. For applicants registered as Architects in countries where formal agreements with the Council exist, the standards and procedures for Certification will be in accordance with such written agreements or as otherwise established by the Council. Architects certified by the Council shall have a Certificate incorporated in their Council Record.

**SECTION 3. Annual Renewal.** Council Certification shall be in effect for a period of one year. Renewal of the Certification shall be predicated upon the submission of an annual fee and an annual report containing such information as the Council deems appropriate. The Certification shall lapse if the annual fee and report are not received by the Council within such grace period as the Council Board of Directors may establish. A lapsed Certification may be reinstated by paying delinquent renewal fees, furnishing delinquent annual reports, and paying such fee for reinstatement as the Council Board may establish.

**SECTION 4. Revocation of Certification.** The Council shall revoke an Architect's Certification if:

- A. a Member Board has revoked (without limitation as to time) the Architect's registration for a cause other than nonpayment of renewal fees or failure to file information with the Member Board; or

- B. facts are subsequently revealed which show that the Architect was actually ineligible for Certification at the time of Certification.

In addition, the Council may revoke an Architect's Certification if:

- C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of his or her architectural practice, violated the law; or (ii) has engaged in conduct involving wanton disregard for the rights of others; or
- D. the Architect has surrendered or allowed to lapse his or her registration in connection with disciplinary action pending or threatened; or
- E. a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or
- F. the Architect has willfully mis-stated a material fact in a formal submission to the Council.

The Council may reinstate a Certification previously revoked, if the cause of the revocation has been removed, corrected, or otherwise remedied.

In order to assist the Council in carrying out its responsibilities under this Section, each Member Board shall (unless prohibited by its State Law) report to the Council each case in which the Member Board has revoked or suspended an Architect's registration for cause other than non-payment of renewal fees or failure to file information with the Member Board, or in which the Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of architectural practice, violated the laws.



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### ARTICLE X—COUNCIL SERVICES TO ITS MEMBER BOARDS

SECTION 1. Architect Registration Examination®. The Council shall prepare an architect registration examination for use by Member Boards. The Council Board of Directors shall issue, from time to time, rules respecting the administration and grading of examinations, which shall include, among other things, the schedule of charges for the use of the examinations, the date or dates on which examinations may be administered, safeguards to prevent improper disclosure of information respecting the examinations, and such other matters respecting the administration and grading of examinations as the Council Board deems appropriate. Every Member Board using the architect registration examination shall comply strictly with the rules issued by the Council Board, unless the Council Board agrees to waive any of the rules in a particular case. If any Member Board refuses to comply with the rules applicable to its use of the examinations or, after so agreeing, fails to comply with such rules, the Council Board may withhold the examinations from such Member Board until it is satisfied that such Member Board will comply with such rules thereafter. Any Member Board which refuses registration to architects holding the Council Certification for the reason that the Member Board has requirements or procedures for grading the architect registration examination which are different from the requirements or procedures established by the Council shall be denied the use of the examinations until such policy of refusing registration is revoked; but the Council Board may, with sufficient cause, waive the denial of the use of the examinations.

SECTION 2. Forms and Documents. In order to ensure uniformity in the reporting of an applicant's education experience, registration (if applicable), and other necessary supporting data for determining eligibility for examination, Council Certification, or reciprocal registration, the Council shall study and prepare forms and documents appropriate for use by both the Council and Member Boards.

SECTION 3. Research. The Council, through work of committees, shall engage in research pertinent to all matters relating to legal registration of architects.

SECTION 4. International Relations. The Council shall engage in the exploration and formulation of agreements with foreign countries to allow architects to practice in countries other than their own.

### ARTICLE XI—FINANCES, FUNDS, ACCOUNTING, INVESTMENTS, AND RECORDS OF THE COUNCIL

#### SECTION 1. Dues and Fees.

- A. Membership dues: Effective July 1, 2004, annual membership dues from each Member Board will be \$3,500, and effective July 1, 2005, \$4,000, effective July 1, 2006, \$4,500, effective July 1, 2007, \$5,000, effective July 1, 2008, \$5,500, and effective July 1, 2009, \$6,000.
- B. Fees: The fees to be charged for Council Services to members of the architectural profession shall be established, from time to time, by an affirmative vote of not less than two-thirds of the Council Board of Directors present and voting.

#### SECTION 2. Operating Fund.

- A. Receipts. All membership dues and all fees and other revenues received from any of the activities of the Council shall be placed in the operating fund of the Council. The operating fund shall be administered by the Treasurer who, with approval of the Council Board of Directors, may delegate certain responsibilities as provided in Article VIII, Section 10 of these Bylaws.
- B. General Budget: As soon as feasible following the Annual Meeting and Conference, the Council Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. Authority to Expend and Disburse Money: No Officer, Director, Committee, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind the

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Council in any expense or financial liability, unless such expenditure, liability, or commitment has been properly incorporated into the budget, and the Council Board of Directors has made an appropriation to pay the same.

- D. **Fiscal Year:** The Fiscal Year of the Council shall be from July 1 of one year to June 30 of the next succeeding year.

**SECTION 3. Securities and Investments.** Subject to The directions given from time to time by the Council Board of Directors, the Treasurer shall have charge of the investment of all funds of the Council not held in its operating fund. The Treasurer may sell, purchase, transfer, and convey securities and exercise all rights, by proxy or by participation, of the Council with respect to such securities, or may authorize such purchases, sales, transfers, conveyances, and the exercise of any or all of said rights. The Treasurer may delegate to the Executive Vice President, from time to time, all or any portion of the authority set forth in this paragraph.

**SECTION 4. Liabilities of Officers, Directors, and Employees.** No Officer, Director, or employee of the Council shall be personally liable for any decrease of the capital, surplus, income, balance, or reserve of any fund or account resulting from his or her acts performed in good faith and within the scope of his or her authority.

**SECTION 5. Disclosure of Records.** Upon written request made with reasonable specificity, a Member Board shall have the right to receive from the Council with reasonable promptness copies of any Council record it may reasonably request, but excluding (i) information barred from disclosure by an applicable statute; (ii) trade secrets; (iii) information disclosed to the Council in reliance upon its continued non-disclosure; (iv) information that, if released, would give an inappropriate advantage to a competitor or bidder with respect to a request for proposals issued or about to be issued by the Council; (v) personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy; (vi) attorney-client communications and attorney work-product materials; (vii) transcripts and personal information respecting Certificate applicants or holders without

the permission of such applicant or holder; (viii) contents and results of examinations except to the extent disclosure is provided for in the contract between the Council and the Member Board together with data, methodologies, practices, plans, proposals, records of committee deliberations and other records relating to the content, administration, scoring or security of examinations; and (ix) information arising from investigatory cases. Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board. To the extent permitted by applicable law, Council records furnished to a Member Board shall not be distributed by the Member Board to outsiders. The Council may charge the Member Board only reasonable costs to comply with the request. Such charges shall be itemized by the Council in an invoice to the Member Board.

## **ARTICLE XII—COMMITTEES**

**SECTION 1. Authorization and Appointment of Committees.** Committees may be established to perform services for the Council. Except as otherwise specifically provided, all Committees shall be appointed as provided in Article VIII, Section 7 of these Bylaws and shall be under the jurisdiction of the Council Board of Directors, reporting to it when directed. Except as otherwise specifically provided, the President shall select the Chair of all Committees.

The Council Board of Directors may delegate to any of the Officers the authority to supervise the work of any of the Committees. The President shall have the power to make appointments to any unfilled or vacant Committee membership.

The Council Board of Directors may at any time discontinue a Committee other than a standing Committee established in the Bylaws, or make any changes in a Committee's personnel without regard to the terms of appointment of the Committee members.

**SECTION 2. Reports of Committees.** Each Committee shall report in writing annually to the Council Board of Directors, at least 60 days prior to the date of the Annual Meeting and Conference, for inclusion in the Pre-Annual Meeting and Conference Report, further, shall make interim reports to the Council Board of Directors as

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directed. Such reports shall be filed with the President, with a copy to the Executive Vice President.

### SECTION 3. General Procedure of Committees.

Every Committee shall perform in accordance with these Bylaws and with the directions of the Council Board of Directors. With the approval of the Council Board of Directors, every Committee may call and hold meetings and meet with other organizations or their representatives.

SECTION 4. Terms of Committee Appointments. The Terms of Committee appointments shall expire at the adjournment at the Annual Meeting and Conference except as otherwise provided in these Bylaws.

SECTION 5. Standing Committees. The following Committees are hereby established:

- A. Committee on Procedures and Documents: The function of this Committee is to study the effectiveness and use of existing procedures and documents and to receive and collect recommendations concerning adjustments, revisions, and continued use of the Council documents. Periodically, as directed by the Council Board of Directors, the Committee shall incorporate the collected changes into revised documents for appropriate action by the Council. The Committee shall interpret Council standards relating to the qualifications of an applicant for Council Certification. The Committee shall review impediments to interstate architectural practice and, with the approval of the Council Board of Directors, recommend ways to eliminate them.
- B. Committee on Examination: The Committee shall have responsibility for preparing the Architect Registration Examination for use by the Member Boards. The Committee shall establish grading methods and procedures and the standard for passing the examinations. From time to time the Committee, either on its own initiative or when directed by the Council Board of Directors, shall undertake an evaluation of the effectiveness of the examination procedure and make recommendations to the Council Board of Directors for such changes as they appear advisable.
- C. Committee on International Relations: The membership of this Committee will vary from year to year depending on activity needed. Each year the specific activities of this Committee will be as directed by the Council Board of Directors.
- D. Committee on the Intern Development Program: The Committee shall oversee the Intern Development Program, including fostering its acceptance by Member Boards and by persons training to be architects, monitoring the operations of the program, working cooperatively with other organizations involved in the program, and generating ideas for enhancing the program, including, without limitation, improving the mentoring of interns. If the Committee believes that any of the Council's training standards for Certification should be modified, it shall forward its recommendations to the Committee on Procedures and Documents. The Chair of this Committee shall serve, ex officio, as a member of the Committee on Procedures and Documents when the Council Board of Directors believes that the work of such Committee will concern itself with the Council's IDP training standards.
- E. Committee on Annual Meeting and Conference Arrangements: The membership and specific activities of this Committee will vary from year to year depending on the location of the Annual Meeting and Conference and specific requirements for any given Annual Meeting and Conference. In each year the activities shall be as directed by the Council Board of Directors for the year.
- F. Regional Chairs Committee: The membership of the Committee shall comprise the chairs of each of the Regional Conferences (or, in the absence of the Regional Chair, a member of a Member Board within that Region designated by the absent Chair and the First Vice President/President Elect who shall serve as Chair of the Committee). The Committee shall,

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in accordance with Section 5, Article V, review and publish all resolutions for presentation at any meeting of the Council and prepare laudatory resolutions where appropriate. The Committee shall consider such issues as are of concern to the Regional Conferences and shall discharge any other responsibilities assigned to the Committee by the President or the Council Board of Directors.

- G. Committee on Professional Conduct: The Committee shall study those aspects of the responsibilities of Member Boards which relate to the conduct of registered architects and will, from time to time, prepare recommendations for Member Boards concerning those responsibilities. In addition, the Committee will, from time to time, review Council policies and practices relating to the conduct of holders of Council Certification and make recommendations to the Council Board of Directors concerning those policies and practices.
- H. Committee on Education: The Committee shall review Council policies and practices relating to the education of persons seeking to become architects and make recommendations to the Council Board of Directors, and the Council Board of Directors shall advise NCARB's NAAB representatives of the Council Board of Directors' actions concerning those policies and practices respecting education standards. If the Committee believes that any of the Council's education standards for Certification should be modified, it shall forward its recommendations to the Committee on Procedures and Documents. The Chair of this Committee shall serve, ex officio, as a member of the Committee on Procedures and Documents when the Council Board of Directors believes that the work of such Committee will concern itself with the Council's education standards.
- I. Committee on Professional Development: The Committee shall oversee the Council's continuing education programs and, from time to time, review Council policies and practices relating to the professional development of holders of Council Certification and make recommendations to the

Council Board of Directors concerning those policies and practices.

- J. Member Board Executives Committee: The Committee, composed of Member Board Executives and others, shall study the effectiveness of services which the Council provides its Member Boards and shall receive suggestions from Member Board Members, Member Board Executives, and others as to ways in which those services may be improved. On the basis of that study and suggestions received, the Committee shall from time to time recommend to the Committee on Procedures & Documents modifications to the procedures and documents used by the Council in its service to Member Boards. In addition, the Committee may have such other duties, including planning workshops for the staff of Member Boards, as the Council Board may direct. The Committee shall nominate a Member Board Executive Director to serve on the Council Board of Directors as provided in Article VII, Section 2.

SECTION 6. Committees of Special and Limited Functions. Such Committees may be appointed from time to time to perform special and limited functions as assigned.

- A. Committee on Credentials: This Committee shall be appointed by the President of the Council with the approval of the Council Board of Directors and shall serve throughout the Annual Meeting and Conference. The duties of this Committee shall be to examine and verify the validity of the credentials submitted for each delegate in attendance at the Annual Meeting and Conference.
- B. Committees of Special Nature: These Committees shall be appointed by the President from time to time with the approval of the Council Board of Directors, as the need for such Committee action may arise.

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**SECTION 7. Select Committees.** Whenever the Council establishes by resolution a Committee, a majority of whose members are, in accordance with such resolution, to be selected by a procedure other than those set out in Section 7 of Article VIII, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, notwithstanding Article V, Section 5, to offer resolutions to be voted on at the Annual Meeting and Conference on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the Council Board of Directors in accordance with Section 2 of this Article XII. Such annual report of a Select Committee shall be included in the Pre-Annual Meeting and Conference Report without revision by the Council Board of Directors.

### **ARTICLE XIII—INDEMNIFICATION**

Except as provided below, the Council shall indemnify in full, any current or former Council Director, Officer, Executive Employee, or Member of a Council committee, against expenses, including attorney's fees, and against the amount of any judgment, money decree, fine, or penalty, or against the amount of any settlement deemed reasonable by the Council Board of Directors, necessarily paid or incurred by such person in connection with or arising out of any claim made, or any civil or criminal action, suit or proceeding of whatever nature brought against such person, or in which such person is made a party, or in which such person is otherwise involved, by reason of being or having been such Director, Officer, Executive Employee, or Committee Member of the Council. No indemnification shall be provided for any person with respect to any matter as to which such person shall have been adjudicated in any proceeding to have acted recklessly, to have been grossly negligent, or to have engaged in intentional misconduct. If such person has not been so adjudicated, such person shall be entitled to indemnification unless the Council Board of Directors decides that such person did not act in good faith in the reasonable belief that his or her action was in the best interests of the Council. Expenses incurred of the character described above may, with the approval of the Council Board of Directors, be advanced by the

Council in advance of the final disposition of the action or proceeding involved, whether civil or criminal, upon receipt of an undertaking by the recipient to repay all such advances if such person is adjudged to have acted recklessly, to have engaged in intentional misconduct, or if the Council Board of Directors decides that such person is not entitled to indemnification.

The Council shall have the power to purchase insurance on behalf of any person who is or was a Director, Officer, Executive Employee, or Committee Member of the Council, against any liability incurred by such person in any such capacity, or arising out of that person's status as such, whether or not the Council would have the power to indemnify that person against such liability under this Article or otherwise.

Any rights of indemnification hereunder shall not be exclusive, and shall accrue to the estate of the person to be indemnified.

Any other present or former employee or agent of or for the Council and any person who at the Council's request is or has been serving as a director of another corporation may be indemnified in like manner by vote of the Council Board of Directors.

### **ARTICLE XIV—SEAL**

The Official Seal of the Council shall be used in all legal documents and on the Certification referred to in Article IX, Section 2 of these Bylaws.

### **ARTICLE XV—AMENDMENTS**

These Bylaws may be amended at any special meeting or Annual Meeting and Conference of the Council by resolution submitted to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. An affirmative vote by not less than two-thirds of the Member Boards shall be required to secure adoption of any amendment to these Bylaws.

## **Agenda Item M.4**

### **DISCUSS AND POSSIBLE ACTION ON 2011 ELECTIONS**

The Board will discuss 2011 WCARB and NCARB elections.



Robert M. Calvani

John C. Layman

Thomas C. Wilber

February 17, 2011

Region 6  
(via electronic distribution)

RE: Regional Elections

Greetings,

My name is Bob Calvani. I am a board member on the New Mexico Board of Examiners for Architects. I am writing to ask for your support in my election to the WCARB Region 6 Executive Committee.

As the largest and most diverse region, it is crucial that WCARB be united in our views. In the next few years a variety of issues will be discussed and many tasks will be performed.

Most importantly will be continuing education and its reciprocity; the forthcoming practice analysis and its effect on IDP, the ARE and Education.

Particularly relevant to our own Region 6 are travel restrictions and its effect upon our dues structure; alternative means of meeting for budget and efficiency; and our thoughts for board member education.

I have served on the N.M. Board since 2003 in a variety of offices. During this time I have also actively served NCARB:

- |                                    |                |
|------------------------------------|----------------|
| • ARE Subcommittee                 | 2004 - Present |
| • ARE Subcommittee Coordinator     | 2007 – 2010    |
| • ARE Subcommittee Assistant Chair | 2010 – Present |
| • Committee on Examination         | 2010 – Present |

Each of us brings unique views on the practice and regulation of architecture and I commit to you a receptive and responsive voice to your ideas in our unique Region. New Mexico has not been represented on the executive committee in some years.

I would appreciate your support. If you have any questions please do not hesitate to contact me. I hope to see you in Cleveland. Thank you.

Respectfully,

Bob Calvani, AIA





(541) 772-4372

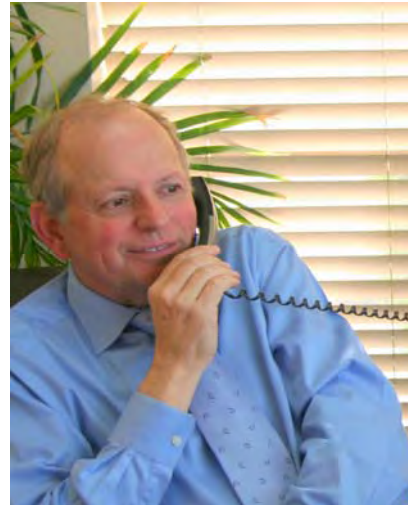
221 WEST 10TH ST • MEDFORD, OR 97501 • FAX: (541) 499-6329 • WWW.OR-ARCHITECTURE.COM

February 21, 2011

Fellow Member Board Members,

I am writing to you today to ask for your vote as I seek a seat on the WCARB Executive Committee.

I have given my candidacy much consideration and feel I have plenty to offer Region 6 in the way of personal and professional experience and expertise. Region 6 is the most diverse region within NCARB, representing 10 states, one territory and a small country (California). Because of this diversity, we need to have a strong voice at the national level. As the pressure on our state governments to work stronger, faster, more efficiently increases, and it is important we be able to share our collective wisdom regionally. Someone who understands the big picture will be an important part of that process.



For the last 8 years I have run a small architectural practice in a small metropolitan area in the lower corner of Oregon. I believe my practice represents the type of practice of most architects within our region - a region characterized by lots of open space, widely separated communities, and a belief in a common sense work ethic inherited from our migrating ancestors.

In 2009 I was appointed to the Oregon Board of Architect Examiners, where I and fellow Board Members have grappled with all manner of issues regarding the practice of architecture in a large state with a small population. I think I have learned from this experience what it takes to be a fair and equitable regulator.

I also believe I understand the broader issues that affect the profession on the national and international levels. For three years I was Director of Professional Development at NCARB in Washington, DC. Daily I dealt with issues of ARE test development and administration, Continuing Education, and international licensure. While at NCARB I brought sense to the exam pricing structure, systematized the process for accessible accommodations, developed a schedule for the delivery of monograms, and separated test delivery from test administration within the organization. I was intimately involved in new item type research projects and the Practice Analysis that led to ARE 4.0.



NCARB has certainly moved forward on many fronts in the quest for a more comprehensive exam delivered at a reasonable price. But NCARB is still an organization composed of member Boards that must deal with the folks at home, and are ultimately responsible for the protection of the health, safety and welfare of the public in the states they serve. This is the niche where WCARB is of value. I believe I can be of service to WCARB as it fills this role.

Warmest Regards,

A handwritten signature in cursive script, reading "Mark McKechnie".

Mark McKechnie, AIA



# 2011 CANDIDATE RESUMES

The National Council of Architectural Registration Boards protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

# Ronald B. Blitch FAIA, FACHA, NCARB

## Candidate for First Vice President/President-Elect



### Education

**University of Notre Dame** - Bachelor of Architecture 1976  
Rome Studies Program  
AIA Henry Adams Award

### Practice

**Blitch Knevel Architects, Inc.**, New Orleans, LA  
President (1977 to Present)  
*25 person firm founded in 1958*  
*Specializing in Healthcare/Senior Living/University and Religious Projects*

### Registration

Louisiana, Mississippi, Alabama, Texas, Florida, Pennsylvania  
NCARB Certification 1978

### NCARB Service

NCARB	2 <sup>nd</sup> Vice President		2011
	Board of Directors Executive Committee	Member	2011
	Board of Directors	Member	2011
	CEO Search Committee	Member	2011
	Practice Analysis Steering Committee	Chair	2011
	Region 3	Chair	2010
	Region 3	Treasurer	2009
	Committee on Examination	Chair	2007–2010
	Procedures and Documents Committee		2010
	ARE Cut Score Committee		2004, 2008
	ARE Specification Conversion Task Force		2007
	ARE Committee	Chair	2005–2007
	ARE Committee on Examination	Asst. Chair	2005–2007
	ARE Committee	Asst. Chair	2003–2005
	ARE Technology Committee	Chair	2003–2005
	ARE Committee – Graphics 2	Subcommittee	2004
	ARE Committee – CD&S	Coordinator	2000–2002
	ARE Committee – CD&S	Subcommittee	1999–2004
	ARE Design Exam Grading Committee		1994–1997
	Louisiana State Board of Architectural Examiners		1993–2000, 2006–2012
		President	2000, 2010

### AIA

	Fellow – American Institute of Architects		1999
	Fellow – American College of Healthcare Architects		2000
	AIA Louisiana	President	1990
	AIA National Convention Committee	Member	1983, 1997, 2011
	AIA National Convention	Host Chapter Chair	1997
	AIA National Convention Task Force	Chair	1999
	AIA Design for Aging Knowledge Community	Chair	1988–2000

### NAAB

	NAAB/NCARB Accreditation Review Team, Univ. Mass.-Amherst	2010
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### Community Service

Our Lady of Holy Cross College – *Board of Regents*  
Chateau de Notre Dame – Continuing Care Retirement Community – *Board Member*  
Town of Abita Springs, LA – Historic Commission – *Chairman*  
Parks Committee – *Director*  
Trailhead Museum Committee – *Director*  
LSU Architectural Foundation – *Former Director*  
East Jefferson General Hospital Foundation – *Past Chairman*  
St. Elizabeth's Children's Home – *Past President*  
Rotary Club of New Orleans – *Former Director*  
The Holy Cross School – *Past Chairman*  
Jefferson Performing Arts Society – *Former Director*  
Notre Dame Alumni of New Orleans – *Past President*

### Design Awards

Over 60 Design Awards from AIA National, AAHSA (American Association of Homes and Services for the Aging), AIA Louisiana, AIA Gulf States Region, and AIA New Orleans



**Blakely C. Dunn, AIA, NCARB**  
**Candidate for Second Vice President**

**Education** Bachelor of Architecture, 1985  
Louisiana Tech University

Bachelor of Arts, 1984  
Louisiana Tech University

Pensacola Junior College  
Pensacola, Florida

**Practice** CADM Architecture, Inc.  
President (2001 to Present)  
75 year-old, 9-person firm specializing in  
educational, institutional, and commercial  
projects.

<b>Registration</b>	Arkansas, Florida, Illinois, Louisiana, Mississippi, Texas, Wisconsin NCARB Certification	1999
<b>NCARB Service</b>	NCARB Board of Directors NCARB Board of Directors NCARB Board of Directors NCARB/Region 3 NCARB/Region 3 NCARB/Region 3 NCARB Bylaws Task Force NCARB Intern Development Program Advisory Committee NCARB Member Board Executives Committee NCARB Intern Development Program Committee NCARB ARE Committee NCARB Committee on Procedures and Documents NCARB Practice Analysis Task Force NCARB Regional Chairs Committee NCARB Broadly Experienced Architect Committee NCARB Broadly Experienced Architect Committee NCARB Committee on Education NCARB Electronic Experience Verification Report Task Force NCARB IDP/Practice Analysis Linking Study Task Force NCARB Credentials Committee	<i>Treasurer</i> 2010-2011 <i>Secretary</i> 2009-2010 <i>Director Region 3</i> 2007-2009 <i>Chair</i> 2005-2007 <i>Secretary</i> 2004-2005 <i>Board of Directors</i> 2002-2006 <i>Chair</i> 2009-2010 <i>Co-Chair</i> 2008-2009 <i>Board Liaison</i> 2009-2010 <i>Board Liaison</i> 2008-2009 <i>Board Liaison</i> 2007-2008 2006-2007 2006-2007 2005-2007 2004-2007 <i>Interview Pool</i> 2007-2009 2003-2004 2008-2009 2009 <i>Annual Meeting</i> 2003
<b>NCARB Member Board Service</b>	Arkansas State Board of Architects President	1999-2010 2002-2006
<b>NAAB Service</b>	NAAB/NCARB Accreditation Team Pool NAAB Accreditation Review Team, Louisiana Tech University NCARB Observer/NAAB Study of Higher Education	2004-2012 2005 2011
<b>Professional Service</b>	Arkansas Chapter AIA Arkansas Chapter AIA American Institute of Architects Historic Preservation Alliance of Arkansas	<i>Board Member</i> 2004-2012 <i>Member</i> 1991-present <i>Member</i> 1991-present <i>Member</i>
<b>Family/Community</b>	Married to Kelly for 28 years, 2 children (Marshall and Jerad) El Dorado Historic District commission, Former Commissioner El Dorado Rotary Club, Former Director United Cerebral Palsy of South Arkansas, Former President United Cerebral Palsy of South Arkansas, Former Director El Dorado Main Street Program, Former Director El Dorado Boys & Girls Club, former Baseball Coach	

## **Dale McKinney, FAIA, NCARB**

### **Candidate for Treasurer**



<b>Education</b>	BA in Architecture, 1975 Iowa State University
<b>Practice</b>	M+ Architects Planning and Interior Design President and Principal
<b>Registration</b>	Iowa, Nebraska, South Dakota, Minnesota, Maryland, North Carolina, South Carolina, Arizona
<b>Certification</b>	NCARB

#### **NCARB Service**

##### **NCARB Board of Directors**

Secretary	2010 - 2011
Director	2009 - 2010
Chair, Region 4	2006 - 2009
Vice-Chair, Region 4	2005 - 2006

##### **NCARB Committees**

Member Board Executives	2009 - 2010
ARE Research and Development	2009 - 2010
Liaison to AIA National Associates	2009 - 2010
Chair, Intern Development Program	2008 - 2009
Procedures and Documents	2008 - 2009
Intern Development Committee Advisory Committee	2008 - 2009
Regional Chairs Committee	2006 - 2009
Intern Development Program	2006 - 2008
Chair, IDP Employment Task Settings Task Force	2007 - 2008
Jury, Intern Development Program Firm of the Year	2007 , 2009
IDP Supervisor Task Force	2006 - 2007
IDP Coordinating Committee	2006 - 2007
Committee on Professional Development	2005 - 2006

#### **Professional Service**

##### **Iowa Board of Architectural Examiners Board Member**

**2001 - 2010**

Chair	2003 - 2004 and 2009 - 2010
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##### **AIA National Director Central States**

**1997 - 1999**

Component Resources Committee	1990 - 1992
Component Affairs Membership Advisory Committee	1997 - 1999
Chair, Component Affairs Membership Advisory Committee	1999

##### **AIA Iowa**

President	1989
President Elect	1988
Treasurer	1996 - 1998
Board of Directors	1992 - 1995 and 1985 - 1987
Convention Committee	1983 and 1992
Architectural Foundation Board	1990 - 1991 and 1998 - 2000

**Honors and Awards**

AIA/NCARB IDP Firm of the Year	2004
Mainstreet Iowa Best Volunteer	1994
Iowa Governor's Volunteer Award	1995
Partner in Aging Award	1995

**Community Service**

City of Sioux City	
Design Works Executive Committee	2009 - 2010
Historic Preservation Commission	2004 - 2011
Vision 2020 Urban Design Chair	1990 - 1992
Highland Park Development Commission	1989
Main Street Sioux City / Downtown Partners Board	
Member	2008 - 2011 and 1991 - 1996
Chair	1992 - 1996
Council on Sexual Assault and Domestic Violence Board of Directors	2005 - 2010
Norm Waitt Sr. YMCA Board of Directors	1999 - 2008
Chair	2002 - 2004
Siouxland Housing Development Corporation	1991 - 2011
Executive Director	2011
Hinton Community School Board of Education	1976 - 1991
President	1979 - 1991
Center for Siouxland	2011 -

# DENNIS S. WARD, NCARB, AIA

## Candidate for SECRETARY

**Education** Master of Architecture 1981  
Clemson University  
Charles E. Daniel Center for Design  
Genoa, Italy 1980  
Bachelor of Science in Design 1979  
*Cum laude*  
Clemson University

**Practice** F W Architects, Inc. – Florence, SC  
President (1982 – Present)



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**REGISTRATION** South Carolina, North Carolina  
NCARB Certificate

**MEMBER BOARD SERVICE** South Carolina State Board of Architectural Examiners  
Vice-Chair 2001-Present  
Chair 2003  
2004-2006,  
2009

**NCARB SERVICE** SCNCARB - Region 3 Region Director 2009-Present  
SCNCARB - Region 3 Vice-Chair 2007-2008  
SCNCARB - Region 3 Secretary 2006  
SCNCARB - Joint Region Meeting - Savannah Program Chair 2009  
NAAB/NCARB - School of Architecture Accreditation Team  
2003-Present  
**Texas A&M** – Prairie View (2006 Visiting Team)  
**Yale University** (2007 Visiting Team)  
**University of South Florida** - (2008 Focused Evaluation)  
**University of Kentucky** – (2010 Focused Evaluation)  
NCARB ARE Subcommittee - CD&S Member 2002  
NCARB ARE Subcommittee - CD&S Coordinator 2003-2004  
NCARB ARE Subcommittee Assistant Chair 2005-2006  
NCARB ARE Subcommittee Chair 2006-2008  
NCARB Committee on Examination 2005-2008  
NCARB ARE Technology Committee Chair 2005-2007  
NCARB IDPAC Chair 2009-Present  
NCARB Committee on Intern Development Board Liaison 2009-Present  
NCARB IDP Educators Conference 2010  
NCARB ARE Cut Score Committee 2008  
NCARB ARE Spec. Conversion Task Force 2007  
NCARB ARE Item Writing Workshops 2006-2008  
NCARB ARE Outreach – Univ. Chicago Illinois 2008  
NCARB IDP Outreach – Clemson University 2009  
NCARB IDP Outreach – Chicago AIA 2010  
NCARB IDP Outreach – Colegio de Arquitectos de Puerto Rico 2010  
NCARB IDP Outreach – Austin AIA 2011

**PROFESSIONAL SERVICE** AIA South Carolina Member 1986-Present  
AIA South Carolina Board of Directors 1999  
AIA South Carolina - Florence Chapter Member 1996-2001  
President 1998  
AIA South Carolina – Grand Strand Chapter Member 2002-Present  
South Carolina Office of School Facilities Advisory Committee 2003-Present  
Clemson University College of Architecture, Arts, & Humanities  
Chair Search Committee – 2006  
Chair Search Advisor – 2010  
Construction Specifications Institute (CSI) – Grand Strand Member 1993-Present  
International Codes Council (ICC) Member 1998-Present  
Tau Sigma Delta, Architectural Honor Society – Clemson University  
Brick Association of the Carolinas Board Board Member 1989-1991

## **COMMUNITY**

Dawsey United Methodist Church  
Florence Lions Club – Past Board of Directors  
First Reliance Bank – Board of Advisors  
Pee Dee Speech and Hearing Board – Past Chairman  
Florence Symphony Guild  
Florence Museum Association  
Florence Downtown Development Association  
McLeod Regional Medical Center – Fundraising Board  
Florence Symphony Orchestra – Past Orchestral Member  
Florence Little Theater Orchestra – Past Orchestral Member  
Mu Beta Psi – Music Honor Society  
Sigma Chi Fraternity



# Thomas R. Wood, AIA, NCARB



## Candidate for Secretary of NCARB

Education	Master of Architecture, 1975 University of Colorado Boulder, Colorado	Bachelor of Architecture, 1972 University of Michigan Ann Arbor, Michigan
Position	Professor of Architecture Montana State University Bozeman, Montana	Director, Integrated Design Lab Montana State University Bozeman, Montana
Registration	NCARB Certificate Montana Colorado	1978-Present 1983-Present 1976-Present

NCARB Service	Board of Directors Region 5 Chair Region 5 Secretary-Treasurer	2009, 2010, 2011 2006-2008 2005-2006
ARE	ARE Committee ARE Graphics 2 Committee ARE Research and Development Committee ARE Division B, Site Design ARE Division B, Site Design	Board Liaison 2010 Member 2005-2006 Member 1993 Grading Coordinator 1992-1994 Grading Juror 1984-1987 1991-1992
IDP	IDP Advisory Committee IDP Employment Settings Task Force IDP Committee IDP Core Competencies Committee IDP-EPC Core Competency Linking Study Practice Analysis Task Force	Member 2008 Member 2008 Member 2007 Member 2007 Member 2007 Member 2007
Education	Committee on Education BEA Committee PDP Committee	Board Liaison 2011 Board Liaison 2011 Board Liaison 2009
Montana Board	Member, two three-year terms President	2000-2006 2005-2006
Professional	AIA Member Director, Integrated Design Laboratory, Montana State University Over \$600,000 in grant support to provide energy-efficient design assistance to Montana architects and engineers. The lab also produces education and training programs on topics such as daylighting, energy-efficient electric lighting, energy modeling, and the integrated design process. The following is a partial list of assisted projects:	1982-Present 2004-Present
	Bair Science Center, Rocky Mountain College, MT Great Falls Public School Remodels (4), MT Townsend District Ranger Station, MT Kalispell Regional Medical Center, MT Montana Heritage Center, MT Missoula Federal Credit Union, MT Klos Building, MT Metra Arena and Pavilion Lighting, MT Washakie Museum, WY Worland Fire Station, WY	CTA Architects Engineers McKinstry A&E Architects A&E Architects SRG Architects and CTA Architects Engineers MacArthur, Means & Wells, Architects High Plains Architects Northwestern Energy CTA Architects Engineers CTA Architects Engineers

# Thomas R. Wood, AIA, NCARB

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## Candidate for Secretary of NCARB, continued

Past Positions And Recognitions	Director, School of Architecture, Montana State University	1990-1995
	Assistant Dean, College of Arts and Architecture, MSU	2000-2002
	Board of Directors, USGBC, Montana Chapter	2010-2011
	Board of Directors, Performing Arts Center, Bozeman	2000-2001
	Cox Family Award for Creative Scholarship and Teaching	2011
	The Governor's Award for Excellence in Design, Montana	2004
	Visiting Professional, National Renewable Energy Laboratory Summer	1997-2000
	Energy and daylighting analysis of high performance buildings	
	Research Associate, Florida Solar Energy Center	Summer 1989
	DOE-2 energy analysis of Florida office buildings	
	Professor of Architecture, Montana State University	1990-Present
	Associate Professor of Architecture, University of Florida	1987-1990
	Assistant Professor of Architecture, University of Idaho	1976-1982
	Energy Advisory Board, Gainesville, FL	1988-1990
	The Governor's Energy Award, Florida	1990
	Florida Energy-Efficient Home Design Competition, First Place (2)	1989
	Better Homes and Gardens Competition, Interior Remodeling, First Place	1987
	Advisory Board, Montana Power Co. Energy Conservation Purchase Plan	1983
	National Passive Solar Design Competition, Third Place	1983
	Passive Solar Design Competition, Solar Age Magazine, AGA, First Place	1983
	Thomas R. Wood, Architect, AIA	1984-Present
	Sole proprietor practice: design, lighting and acoustic consulting	
	Residential and small commercial projects including:	
	Good Samaritan Village, duplexes and lounges	Moscow, ID
	Liberty Place	Whitehall, MT
	Advanced Technology Center, Development Manual	Bozeman, MT
	Eagle Mount Recreation Center, Schematic Design	Bozeman, MT
	Wood Residence, Design and Construction	Gainesville, FL
	Norwest Bank, Lighting Design	Bozeman, MT
	Anderson-Mason-Dale Architects, intern and architect, Denver, CO	1975-1976
	Arthur H. Bush and Associates, intern, Denver, CO	1972-1975
	IAESTE Work Exchange Program, Copenhagen, DK	Summer 1971
Personal	Married to Cathy	1974-Present
	Daughter Melissa, son Patrick and his wife, Kaile	
Contact	Address: 146 Hitching Post Road, Bozeman, Montana 59715	
	Phone: 406-994-4717	
	E Mail: twood@montana.edu	



## **Agenda Item N**

### **LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT**

The LATC met on January 26-27, 2011 in Berkeley. Attached is the notice for the meeting. Program Manager Trish Rodriguez will provide an update on the meeting.

## **NOTICE OF MEETING**

### **Landscape Architects Technical Committee**

**January 26-27, 2011**

**Moore Iacofano Goltsman, Inc.**

**800 Hearst Avenue**

**Berkeley, CA 94710**

**(510) 845-7549**

The Landscape Architects Technical Committee (LATC) will hold a meeting open to the public as noted above. The agenda items may not be addressed in the order noted. All times are approximate and subject to change. Items may be taken out of order to maintain a quorum, accommodate a speaker, or for convenience. The meeting may be canceled without notice. For verification of the meeting, call (916) 575-7230 or access the LATC's Web Site at [www.latc.ca.gov](http://www.latc.ca.gov).

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Angelica Franco at (916) 575-7230, emailing [latc@dca.ca.gov](mailto:latc@dca.ca.gov), or sending a written request to LATC, 2420 Del Paso Road, Suite 105, Sacramento, California, 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

**January 26, 2011**

**9:30 a.m. – 5:00 p.m.**

- A.** Call to Order – Roll Call – Establishment of a Quorum  
Chair's Remarks  
Public Comment Session
- B.** Department of Consumer Affairs Director's Report and Enforcement Update
- C.** Approve November 22, 2010, LATC Summary Report
- D.** Report on Council of Landscape Architectural Registration Boards (CLARB)
- E.** Program Manager's Report
- F.** Update on Sunset Review
- G.** Discussion with University of California Berkeley Faculty on Current Activities

Continued on Reverse

- H.** Discuss and Possible Action on Local Jurisdictions Refusing to Accept Plans Prepared by Landscape Architects
- I.** Discuss and Possible Action on LATC Public Disclosure Procedures for Enforcement Actions
- J.** Annual Enforcement Report and Update
- K.** Budget Update

Adjourn

**January 27, 2011  
8:30 a.m. – 4:00 p.m.**

- A.** Call to Order – Roll Call – Establishment of a Quorum  
Chair's Remarks  
Public Comment Session
- B.** Strategic and Communications Planning Review Session
- C.** Review Tentative Schedule and Confirm Future LATC Meeting Dates

Adjourn

Please contact Angelica Franco at (916) 575-7230 for additional information related to the meeting. Notices and agendas for LATC meetings can be found at [www.latc.ca.gov](http://www.latc.ca.gov).



## Agenda Item O

### SCHEDULE

#### March

17	Board Meeting	Pomona
21	Sunset Review Hearing	Sacramento
25-26	Western Conference of Architectural Registration Boards	Cleveland, OH
	Joint Regional Meeting with Regions 1, 4, and 6	
31	<i>Cesar Chavez Day</i>	<i>Office Closed</i>

#### April

10	National Architecture Week	
28	Landscape Architects Technical Committee (LATC) Meeting	Los Angeles

#### May

12-14	American Institute of Architects (AIA) National Convention	New Orleans, LA
30	<i>Memorial Day Observed</i>	<i>Office Closed</i>

#### June

16	Board Meeting	Los Angeles
22-25	National Council of Architectural Registration Boards Annual Meeting	Washington, DC

#### July

4	<i>Independence Day</i>	<i>Office Closed</i>
21	LATC Meeting	Davis

#### August

#### September

5	<i>Labor Day</i>	<i>Office Closed</i>
15	Board Meeting	Sacramento
15-17	Council of Landscape Architects Registration Boards Annual Meeting	Chicago, IL

#### October

7-9	AIA, California Council Monterey Design Conference	Pacific Grove
27	LATC Meeting	San Diego
30-11/2	American Society of Landscape Architects Annual Meeting & Expo	San Diego

CONTINUED ON REVERSE

**Board Meeting**

**March 17, 2011**

**Pomona, CA**

November

11

24-25

*Veteran's Day*  
*Thanksgiving Holiday*

*Office Closed*  
*Office Closed*

December

7-8

26

Board Meeting/Strategic Planning Session  
*Christmas Holiday Observed*

San Diego  
*Office Closed*



## **Agenda Item P**

### **ADJOURNMENT**

Time: \_\_\_\_\_